# REQUEST FOR PROPOSALS

**CHEO's For the Kids Gala - 2021 Virtual Edition**

## ABOUT THIS REQUEST FOR PROPOSALS (RFP)

The CHEO Foundation Community Engagement team is looking to find an **Attendee Event Kit partner** to help us bring CHEO's virtual For the Kids Gala to life on April 8, 2021 through packaging and delivery of our event Gala-In-A-Box (non-perishable).

## EVENT HISTORY

For 24 years, the For the Kids Gala has presented a special celebration dedicated to raising awareness and funds for children and youth with multiple physical and developmental disabilities and associated behavioural needs. All event proceeds will be allocated to Development and Rehabilitation at CHEO. We hope to continue to build on the momentum that helped us raise $163,500 at last year's fundraiser.

## THE OPPORTUNITY

This year's event is a fully virtual live-streaming show that will guide you along a journey of discovery, highlighting the staff, programs and incredible kids in Development and Rehabilitation at CHEO.

**We are looking for a company to provide the following for CHEO's For the Kids Gala 2021:**

- Packaging of non-perishable, hand-selected box items for safe shipment (items sourced by us and provided to you).
- List of suggested partners, products or services provided by your company to include in the box.
- Delivery of boxes to all attendees within an agreed upon timeframe (please clearly specify your standard delivery zone and any additional costs for delivery to attendees outside of this zone.)

## ABOUT THE CHEO FOUNDATION

The CHEO Foundation is responsible for developing, accepting, distributing, and recognizing philanthropy in support of CHEO, the CHEO Research Institute and Roger Neilson House.

Every year, CHEO helps more than 500,000 children and youth from Eastern Ontario, Western Quebec, Nunavut and Northern Ontario. The Community Engagement team has the pleasure of working on key CHEO signature events like the Gala as well as collaborating with all our third-party event partners, who take time out of their busy lives to fundraise for CHEO. From lemonade stands and bake sales to car shows and fun runs - there is no end to our partners' creativity and kindness!

**SUBMISSION**

**Tuesday, January 26, 2021** – Deadline for proposal. *Please contact Katherine Craig, **kcraig@cheofoundation.com** with any questions by Thursday, January 21, 2021.*

**Friday, January 29, 2021**– All bidders will be notified.

**DECISION PROCESS:**

1. **Amenities/Services offered**: 0-30 points
   *The services or amenities available are outlined as per the above request or similar, including any relevant offerings which were not requested.*
2. **Price:** 0-15 points
   *Submission must include a quote outlining the costs for the services offered as per the above requested, including any offers of partial or fully sponsored services you'd like to provide. Please connect with Katherine Craig (kcraig@cheofoundation.com) if you'd like to discuss the recognition opportunities related to a partial in-kind sponsorship to allow you to benefit from exposure within the CHEO and For the Kids Gala community as well as an array of benefit options to choose from based on the value of the in-kind portion.*
3. **Responsiveness:** 0-5 points
   *Based on submitting proposals on time, responding to inquiries in a timely manner, openness to questions on aspects of the proposal and demonstration within the proposal of how the supplier will react (timeline) to inquiries/requests, and general administration requirements during the contract period, etc.*

**Total possible score: 50 points**