

California HOSA State Leadership Conference (SLC)
March 16-18
Sacramento, California
HOSA Village
Request for Proposal (RFP)

HOSA Village:

Friday, March 17, 2017 from 9:00 am to 4:00 pm. (Tentative)

RFP Submission Deadline: Friday, October 14, 2016

RFA Amount: \$5000.00

The RFA is a contract and is payable after satisfactory completion of the HOSA Village.

Eligible Applicants:

Public or private organizations, individuals, or Cal-HOSA Chapters able to provide services as described in the RFA.

Purpose of the RFP:

The purpose of HOSA Village is to provide leadership, teambuilding and networking skills development activities for both secondary and postsecondary students participating in the 2017 Cal-HOSA SLC. Activities must be healthcare relevant with some activities that focus on healthcare skill development.

Organizational background:

HOSA: Future Health Professionals is a national student organization (www.HOSA.org). HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in health science education and biomedical science programs or have interests in pursuing careers in health professions. Cal-HOSA is the California affiliate of National HOSA with the same mission and goals.

Description:

HOSA Village occurs during the SLC as a leadership activity for approximately 2,500 students. The variety of healthcare focused leadership activities are to be provided will occur in a single large conference room. All activity support materials must be provided by contractor and costs included in the RFP. All activities are to be interactive, engaging and promote leadership, teambuilding and networking skills and have relevance and focus on healthcare.

Note: Please indicate how students will be engaged in leadership activities; unspecified intervals, guided groups activities, independent activities, brief and extended time, etc...

Project Requirements and Objectives:

- HOSA Village objectives are to provide student leadership activities to create cultural, social, educational and personal leadership development whereby enhancing the holistic learning and leadership skill development of students.
- HOSA Village activities should embrace diversity and collaboration, as well as shaping visionary healthcare leaders of tomorrow.

- HOSA Village must provide an inviting and encouraging atmosphere.
- HOSA Village must include a minimum of 15 activities of varying length, intensity and content objectives.
- HOSA Village must have large visible signage and must develop promotional materials to provide a description of engaging leadership activities.
- HOSA Village must comply with all federal and state reasonable accommodations requirements for student participants

The final activity schedule and promotional materials and signage must be pre-approved by Cal-HOSA administration 4 weeks prior to SLC, February 15, 2017.

Examples of possible leadership activities:

<ul style="list-style-type: none"> • Team Building • Personal Development • Relationships • Communication • Problem Solving • Organization and Planning • Personal Health 	<ul style="list-style-type: none"> • Motivation • Leadership Styles • Time Management • HOSA Leadership • Mini Presentations (fundraisers, community activities, chapter engagement, etc...)
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The RFP must include the following:

1. Introduction

- Organization name and address
- Contact name, title, email address, office and cell phone numbers
- Short description of qualifications

2. Activities

- A complete description and outcome purpose of the activities to be provided.
- Number of activities

3. Room set-up or any specific needs

- No external food or liquids
- No electronic game systems or Wi-Fi connection devices unless expenses paid by contractor and prior arrangement made with Cal-HOSA

RFP Submission:

The RFP must be received electronically no later than **Friday, October 14, 2016**
 Cal-HOSA Headquarters (headquarters.calhosa@gmail.com)