

**CONFERENCE REQUEST FOR PROPOSALS (RFP)**

**Deadline for Submission: May 2, 2025**

**Conference Dates: October 28 & 29, 2025**

**Location: IHotel, Champaign, IL**

**Submit Proposal:** [**https://forms.gle/Z4ui9ykHAtYQYykR8**](https://forms.gle/Z4ui9ykHAtYQYykR8)

**Submit questions to:** [CQICommunity@gmail.com](mailto:CQICommunity@gmail.com)

**MISSION OF THE ILLINOIS CQI COMMUNITY GROUP**

We are a community of human services professionals working to promote and enhance the value of CQI (Continuous Quality Improvement) by providing opportunities for professional development, peer support, and collaboration.

**ABOUT THE 2025 CQI CONFERENCE: “Driving Continuous Quality Improvement into the Future.”**

The 2025 Continuous Quality Improvement (CQI) Conference marks a decade of progress, innovation, and impact. As we celebrate 10 years of excellence, this year’s conference is dedicated to celebrating and learning from the past, embracing the present, and shaping the future of quality improvement.

Throughout the conference, we will explore cutting-edge strategies, emerging technologies, and best practices that help organizations continuously evolve and improve. The focus of this year’s conference is to teach valuable lessons and equip attendees with practical tools and forward thinking approaches to:

* Set clear and visionary goals for their organizations
* Adapt to change with flexibility and resilience
* Embrace innovation and take calculated risks to drive progress
* Understand the ripple effects of decisions in quality improvement
* Collaborate effectively to build strong, future-ready teams
* Apply future-back thinking—envisioning the ideal future and mapping a path to achieve it
* Authentically engage lived experience and community members in all aspects of the CQI process
* Use new technology and techniques to turn data into the evidence needed to understand performance and make informed decisions

“Where we’re going, we don’t need roads”—but we do need visionary thinkers, problem-solvers, and quality improvement champions like you! For this conference, we are looking for workshop sessions that will actively engage attendees and provide tools, strategies and ideas they can readily apply in their own organizations. Our attendees are most interested in “how to’s” and practical application[[1]](#footnote-1).

**PURPOSE OF THE CONFERENCE AND TARGET AUDIENCE**

The CQI Community Group’s annual conference is a capacity building and networking event. This milestone event will bring together leaders, practitioners, and visionaries from diverse sectors, including healthcare, social services, education, and business. Through dynamic featured speakers, interactive workshops, and thought-provoking discussions, attendees will gain valuable insights into how continuous improvement principles are shaping the future of work, service delivery, and community impact. Our audience is primarily CQI staff, but also includes leadership and direct-service staff from community-based, academic, state, and government settings. It is an opportunity for people from a variety of professional backgrounds to come together to explore strategies for developing, managing, and participating in the CQI process that will lead to better outcomes for children, adults, families, and communities. The conference will be geared toward attendees with basic to advanced CQI knowledge and skills.

**CQI IS FOR EVERYONE**

When we say CQI is for everyone, we mean everyone. The CQI Community group promotes diversity among workshop presenters and is committed to building a vibrant and empowered community. We encourage submissions from a variety of professional affiliations (government, academic, corporate, non-profit, or community-based providers), organization sizes (small, medium, or large), experience levels (whether you are a subject matter expert with a research team or a quality improvement peer with a great idea), and geography (both inside and outside Illinois). Collaborative sessions representing multiple organizations are also encouraged. We want to hear from you!

Join us as we reflect on a decade of achievements, share success stories, and set the course for the next era of transformation and innovation to ignite the future of quality improvement.

**DEFINING THE DESTINATION: KEY FOCUS AREAS**

We are seeking proposals for workshops that feature innovativequality improvement strategies, methods, and tools that are practical, proven, or promising. We are looking for presentations that speak to the impact and/or practical application of the chosen topic and fall into the following presentation styles:

* **Informative:** This style can be a lecture format or Ted Talk format on how an organization created/implemented a CQI strategy or method, and share successes and challenges in the field.
* **Collaborative:** This style could include a Think Tank format, Panel, Question and Answer session, roundtables, or group learning with discussion between presenters and attendees.
* **Teaching:** This style could include step-by-step instructions on how to use a new skill, tool, or technology with demonstrations and hands-on practice. For example: Data Visualization; Data Analysis; Assessment; or a QI Process.

Well-designed workshops will equip attendees with concrete tools and forward-thinking solutions that provide experiences aligning with the significance of our 10-year milestone and beyond. Sessions with similar content or themes may be merged into collaborative panels, sparking dynamic conversations that propel CQI into the future. Suggested topics include, but are *not limited* to:

* **Foundations of CQI -** Back to the basics, building a strong foundation and understanding of what CQI is, what it can help your organization achieve, and how to build or enhance CQI programming.
  + **CQI 101:** definitions, models, components of a CQI system, writing CQI plans, procedures, and processes; root cause analysis, Plan Do Study Act (PDSA) cycles
  + **Building CQI Infrastructure:** developing a theory of change, program logic models, measurement frameworks, implementation science, and change management approaches
  + **CQI Essentials:** essentials of CQI and how to build or enhance programming to accelerate an organization’s journey forward
* **Organizational Readiness - “**Great Scott!” An organization’s readiness for CQI is critical for its ability to achieve strategic goals and ensure effective service delivery. These sessions will help attendees build a roadmap for success[[2]](#footnote-2).
  + **Using the 5 Ws:** Who, what, when, where, and why. Who to engage, what to measure, when to measure/implement, where to meet/share, and why it matters?
  + **Building a Data Culture:** CQI structure, building CQI teams; staff buy-in, engaging leadership and staff, promoting a data and learning culture, investment in agency performance; involving administrative departments in CQI
  + **Building Capacity in CQI:** data literacy, staff training in CQI (leadership vs. mid-managers vs. program staff vs. CQI Teams), fostering a culture of organizational learning; running effective CQI meetings
  + **Closing the Feedback Loop:** engaging participants in critical conversations; developing action and improvement plans; change management; project management
  + **Using Data for Performance Improvement:** identifying patterns and trends, learning from the data, quality assurance vs. quality improvement vs. evaluation, aggregating and analyzing tools, using data to make decisions
* **Data Collection and Management -** No DeLorean can time travel without the right power source, and no organization can excel without strong data collection and management capabilities. Building capacity to make data-informed decisions that align with the strategic goals and mission of the organization.
  + **Development of Metrics or Key Performance Indicators:** developing performance measurement plans, determining what data and why, tracking high quality performance measures, identifying data sources, managing layers of data
  + **Data Collection:** surveys, records, templates, trending sheets, assessment tools, peer review, external reports and research
  + **Data Analysis Tools/Solutions:** using technology for outcome and impact measurement;Excel techniques, Survey Monkey, Power BI,databases, online tools, open-source data; free online resources
  + **Data Visualization and Communicating CQI Results:** data visualization techniques; disseminating and interpreting data reports for different audiences, creating data reports and dashboards, storytelling using data; marketing and branding CQI
* **The Human Side of CQI -** Behind every great CQI system are people who make it happen. Just as Marty McFly needed Doc Brown, every CQI professional needs support, inclusion, and care to avoid burnout and achieve sustainable improvement[[3]](#footnote-3).
  + **CQI is for Everyone:** ensuring equity and inclusion throughout the CQI process; expanding demographic representation; ADA considerations in data; engaging external stakeholders and communities; using CQI to make a positive and equitable impact
  + **Lived Experience**: providing invaluable insights that drive meaningful, person-centered improvements including presenters with lived experiences, and highlighting strategies for authentically engaging individuals
  + **Self-Care for the CQI Practitioner:** self-care techniques, mindfulness, stress relief, how to handle resistance to CQI; how to recharge your CQI batteries; trauma-informed CQI
  + **Collaboration & Communication for Success:** breaking down silos for cross-departmental collaboration; encouraging frontline staff involvement in CQI initiatives; the role of storytelling in making data and improvements meaningful

Let’s fast-forward together to the next decade of CQI excellence!

**IMPORTANT DATES**

* Virtual RFP Informational Sessions:
  + March 24, 2025 9:00 a.m. - 10:00 a.m. CDT <https://us02web.zoom.us/meeting/register/unFEuF36Q2i9TCebFcJXVQ> or
  + April 14, 2025 1:00 p.m. - 2:00 p.m. CDT

<https://us02web.zoom.us/meeting/register/zaKdfZyqThOpZ9mPCDDfeA>

* Proposals are due **May 2, 2025.**
* Proposals will be selected and presenters will be notified by June 13, 2025.
* If accepted, an informational session will be scheduled in early August 2025.
* If accepted, a headshot and bio are needed by September 1, 2025.
* Conference will be held in-person on October 28 & 29, 2025 at the IHotel in Champaign, Illinois.
* Only 3 speakers per organization will qualify for the reduced speaker registration fee of $275.

**To increase accessibility for our community, speakers will be asked to send presentation materials in advance so they can be shared with participants via the CQI Community Website.**

**RFP APPLICATION**

**PLEASE COMPLETE ALL FIELDS:**

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| --- | --- | --- | --- | --- | --- |
| **Primary Presenter *(individual with whom all communication will occur)*** | | | | | |
| **Name** |  | | | **Degree(s)** |  |
| **Pronouns** |  | | |  |  |
| **Position/Job Title** |  | | |  | |
| **Organization** |  | | |
| **Address** |  | | | | |
| **City** |  | **State** |  | **Zip Code** |  |
| **Phone** |  | **E-mail** |  | | |

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| --- | --- | --- | --- | --- | --- |
| **Co-Presenter** | | | | | |
| **Name** |  | | | **Degree(s)** |  |
| **Pronouns** |  | | |  |  |
| **Position/Job Title** |  | | |  | |
| **Organization** |  | | |
| **Address** |  | | | | |
| **City** |  | **State** |  | **Zip Code** |  |
| **Phone** |  | **E-mail** |  | | |

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| **Co-Presenter** | | | | | |
| **Name** |  | | | **Degree(s)** |  |
| **Pronouns** |  | | |  |  |
| **Position/Job Title** |  | | |  | |
| **Organization** |  | | |
| **Address** |  | | | | |
| **City** |  | **State** |  | **Zip Code** |  |
| **Phone** |  | **E-mail** |  | | |

**PROPOSAL REQUIREMENTS**

1. **Title of Presentation:**
2. **List 3 to 4 learning objectives attendees will learn from your presentation:**
3. **Conference Presentation Description:**

*Describe your session in 200 words or less. Explain how your topic is practical and relevant for the attendees of this event. Use compelling language that will not only clarify what attendees can expect but will also encourage them to attend. Include your preferred target audience (ex. brand new to CQI, intermediate knowledge of excel etc.) This will serve as the workshop description in the conference program.*

1. **Describe any tools, techniques, and/or handouts that will be shared:**
2. **Type of Presentation** *(select one)\* Please refer to the* [*2025 CQI Conference website*](https://cqi.cfrc.illinois.edu/con_info.php) *for more detail.*

**☐ Informative**

**☐ Collaborative**

**☐ Teaching**

1. **Preferred time frame** *(select one)\**

**☐ 60 mins**

**☐ 90 mins**

1. **Preferred group size** *(select one)\**

**☐ Small (up to 45)**

**☐ Medium (up to 75)**

**☐ Large (up to 150)**

1. **Areas of Focus in CQI** *(select 1-2 areas that best match your proposal) Please refer to the* [*2025 CQI Conference website*](https://cqi.cfrc.illinois.edu/con_info.php) *for more detail.*

**☐ Foundations of CQI**

**☐ Organizational Readiness**

**☐ Data Collection and Management**

**☐ The Human Side of CQI**

1. **Is there any additional information you would like to share with the 2025 CQI Annual Conference Steering Committee as we review your application?**

*\*We will do our best to accommodate your preferences. These items are subject to change based on conference scheduling needs.*

**TO BE CONSIDERED, YOUR APPLICATION MUST INCLUDE ALL THE MATERIALS BELOW:**

*More than one file can be uploaded for each document below. After adding a file, click “Add file” again to add additional supporting documentation.*

* Completed RFP Application
* Detailed presentation outline
* Resume for each presenter

Optional at time of RFP submission, but will be requested upon acceptance for the conference website and program:

* Biographyfor each presenter (150 words or less)
* High Resolution Headshot (3x4" at 300dpi., jpg file)
* Slides/Handouts

1. Zemeckis, R. (1985). Back to the Future [Film] [↑](#footnote-ref-1)
2. Zemeckis, R. (1985). Back to the Future [Film] [↑](#footnote-ref-2)
3. Zemeckis, R. (1985). Back to the Future [Film] [↑](#footnote-ref-3)