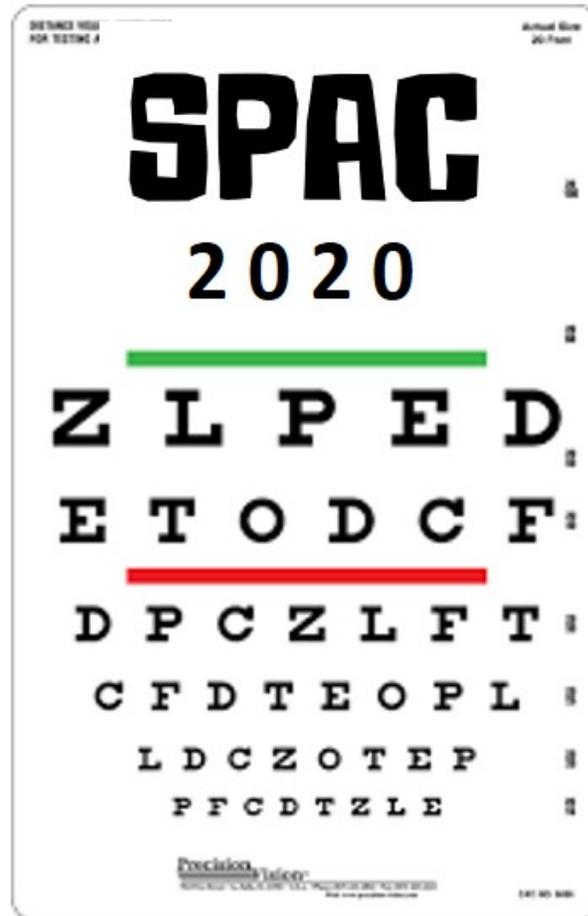




Association of Proposal Management Professionals
Annual Southern Proposal Accents Conference (SPAC)

Pre-SPAC Workshops March 23, 2020



Sharpen Your Focus

**23rd Annual Southern Proposal Accents Conference
(SPAC)**

Request for Proposal for 2020 Pre-SPAC Workshop

Monday, March 23, 2020



Association of Proposal Management Professionals Annual Southern Proposal Accents Conference (SPAC)

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I. Background

The Georgia Chattahoochee, Carolinas, and Florida Sunshine Chapters of the Association of Proposal Management Professionals (APMP) are co-hosting the 23rd Annual Southern Proposal Accents Conference (SPAC). SPAC will be held at the Cobb Energy Performing Arts Center (CEPAC), Atlanta, Georgia on Wednesday and Thursday, March 25 - 26, 2020.

Previously, successful workshops have been held virtually or adjacent to SPAC. Members have indicated similar interest for workshops this year. Therefore, we are offering 1-2 **Pre-SPAC virtual workshops for Monday, March 23, 2020:**

- Accreditation - APMP Foundation or Practitioner Level Training Course and Examination - Limited to APMP Approved Training Organizations (ATOs)
- Alternate Proposal Management Related Workshop (such as, Proposal Management, Writing, Editing, Pricing, Business Development, Price to Win, Competitive Intelligence, Graphic Development, Productivity/Time Management, Leadership Skills, Facilitation Skills) - Open to all bidders

*NOTE: Based on recent attendance at onsite pre-SPAC workshops, SPAC is **not** issuing a formal RFP for an onsite workshop for Tuesday, March 24, 2020. However, if you have an innovative idea for an onsite workshop to reach what appears to be a saturated market, we welcome your proposal. The suggested workshop should be held at a nearby venue convenient to the Cobb Energy Performing Arts Centre (CEPAC). Contractors will be responsible for arranging room, food and beverage, and audio services for their workshop directly with the venue chosen. Contact information for venues and Scope of Work details will be provided upon request to submit your proposal.*

II. Scope of Work

- a. Contractors may respond to an Accreditation and/or Alternative Proposal Management Related workshop. Submitting a proposal for an Accreditation workshop is restricted to APMP Approved Training Organizations (ATOs).
- b. The SPAC co-host chapters will publicize the workshops on the SPAC and chapters websites, email blasts, and during upcoming chapter meetings, and provide distribution to other APMP chapters. SPAC will also ensure the workshops are posted on APMP's event calendar.
- c. We are in the process of blocking discounted hotel rooms starting **Tuesday, March 24 through Saturday, March 29, 2020**. The number of discounted rooms will be limited. Please visit the SPAC and Co-host chapters' websites for details:
 - APMP SPAC, <http://www.apmp-spac.com/>
 - Georgia Chattahoochee Chapter, <http://www.apmp-ga.com/>
 - The Carolinas, <http://www.apmpcarolinas.org/>
 - Florida Sunshine Chapter, <http://apmpflorida.org/>



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III. Pre-SPAC Special Events Costs

The selected Contractor is responsible for all direct costs associated with the workshop, such as virtual classroom, materials, and all other support.

IV. Proposal Instructions

The Contractor must provide the proposal responses in MS Word or PDF format and email to mconner@rti.org by **November 11, 2019, 5 p.m. ET**.

APMP Foundation and/or Practitioner Level Accreditation Workshop, limited to APMP Approved ATOs

- Describe your one-day, APMP Foundation or Practitioner Level Accreditation training process.
- Discuss how you will administer the Foundation examination (if applicable).
- Describe your APMP Foundation or Practitioner Level Accreditation training experience.
- Describe any study materials to be provided.
- Discuss any pre-course activities for students.
- Discuss your examination pass rates.
- What is your minimum participation requirement?
- Explain your registration, payment arrangements, and registration deadline process.
- Explain your plan for marketing this workshop to increase attendance.
- Provide name(s), experience, and credentials of workshop facilitator(s).

Proposal Management Related Workshop, Open to all bidders

- Provide a detailed description of your Proposal Management Related Workshop
- Describe any study materials to be provided.
- Discuss any pre-work activities for the students.
- Have you conducted this particular workshop previously? If so, please provide specifics: When, where, for whom, attendance number, and success indicators.
- What is your minimum participation requirement?
- Explain your registration, payment arrangements, and registration deadline process.
- Explain your plan for marketing this workshop to increase attendance.
- Provide name(s), experience, and credentials for workshop facilitator(s).

Price

- Provide a price summary for the various components of your workshop.
- Price should be valid until March 23, 2020.



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V. EVALUATION CRITERIA

The selection of the successful Contractors will be made by a subcommittee of the SPAC planning committee and will be based on the “best value” to prospective students considering: cost, study materials to be provided, minimum participation requirements, registration/payment arrangements, and registration deadline.

Pricing will be a factor but will not necessarily be the deciding factor for award. The successful Contractor will be notified of our selection approximately two weeks after the proposal due date.

Please submit your response(s) no later than **November 11, 2019, 5 p.m. ET** via email. All questions and responses should be directed to: Michelle Conner, 2020 SPAC Workshops Chair mconner@rti.org.