



Child Development and Education

Workforce and Professional Development Division

Request for Proposal

Region 5 SEEPP Annual Spring Conference

Proposal Deadline 12/15/17





Conference Workshop Request for Proposal

November 15, 2017

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1. Introduction & Background

Southeast Education Professionals Partnership (SEEPP) is seeking presenters for our annual Spring Enrichment Conference on **Saturday April 7, 2018** at Hotel 1620 in Plymouth, MA for early educators from the mixed delivery system in southeastern MA.

The Southeastern Education Professional Partnership (SEEPP) is the Educator and Provider Support (EPS) grantee for Region 5. The partnership is comprised of groups and agencies in the mixed delivery system for Southeastern Mass, the Cape and Islands. Our services support early education and care educators including:

- Independent family child care
- System affiliated family child care
- Center-based programs
- Out of school time
- Public schools
- Head start
- Higher education

2. Project Description

The objective of this RFP is to offer educators a variety of original 2 ½ hour workshops focusing on **EEC's Core Competency #5: Learning Environments and Curriculum**. Relevant topics for workshops should concentrate on consistent schedules and routines, transition activities, offer new and interesting materials and activities for specific age groups and multi age groups. Workshops should offer a variety of developmentally appropriate curriculum modes. We encourage presentations that include a combination of lecture, interactive/audience participation, hands-on activities and group discussions.

Focusing on a single core competency will allow SEEPP to apply for a 5-hour | .5 CEU training for the conference and allow educators to choose 2 workshop topics of individual interest.

3. Submission Guidelines & Requirements

The following submission guidelines and requirement apply to this RFP:

- a) Bidders must include an updated resume with this proposal.
- b) Proposals are due no later than **Friday December 15, 2017** to be considered.
- c) Bidders complete Appendix A; which includes an authorized signature from a representative from the bidder's organization.
- d) Bids will be accepted by mail or e-mail.

4. Stipends

\$350 per workshop and waiver of conference registration fees. Presenters may also request a vendor table at no charge.





RFP - Appendix A

(If you are submitting a bid for more than 1 workshop title, please complete this Appendix for **EACH** workshop title)

Complete the following information (please print):

Lead Presenter Name Professional Title

Co-Presenter Name Professional Title

Email Address Website

Organization Name

Mailing Address City State Zip Code

Telephone Number Tax ID # for 1099 Forms

Workshop Title

Check the appropriate target audience that the workshop applies to:

Administrator Center Based Educator Family Child Care Educator Para Professional

Check the children's age group that the workshop applies to:

Infant Toddler Preschool Kindergarten/OST
 Multi Age Group No Age Group/Administrative Session

List QRIS Standards that the workshop supports (ie: 1A.2.2):

- Curriculum & Learning _____
- Safe, Healthy Indoor & Outdoor Environments _____
- Workforce Qualifications & Professional Development _____
- Family & Community Engagement _____
- Leadership, Management and Administration _____

Bidders must list which level of the QRIS Standard the training will address:

<input type="checkbox"/> Level 1	<input checked="" type="checkbox"/> Level 2
<input type="checkbox"/> Level 3	<input checked="" type="checkbox"/> Level 4

Please Print Name of Authorized Signature Date

Authorized Signature





Bidder's submissions must include:

- a. RFP - Appendix A (1 for each workshop title)
- b. Attachment of Workshop Outline to include:
 1. Relevant experience /prior presentations of your workshop
 2. Biography of the presenter
 3. Title of Workshop
 4. A description of course that outlines what will be covered in the 2 ½ hour session.
 5. The course learning objective(s), goal and purpose of your presentation.
 6. Defines the subcategory of the Core Competency (Creating the Learning Environment or Curriculum)
 7. Defines the level/indicator the session is developed for - (Initial, Mid or Advanced)
 8. List of any resources/materials that will be provided that will allow participants to implement information from the workshop into their program.

Approved Bidders will be responsible for the following:

1. Participant handouts (the # of registered participants will be given to trainers by 3/30/18).
2. Interactive and/or group activities for participants.
3. **A/V equipment (ie: laptops/projectors) and Flip Chart paper is the responsibility of the presenter.**
4. Outreach for registration to instructor contacts that may have interest in attending.

EPS Region 5 SEEPP will be responsible for:

Proposals will be reviewed by a Conference Committee between December 15, 2017 and January 5, 2018. Once the proposal has been approved a letter of acceptance will be e-mailed to the lead presenter.

1. Selection of conference workshops announced by Monday January 8, 2018.
2. Submission of CEU Approval for conference through MASS AEYC.
3. "Save the Date" information to programs and educators by January 15, 2017.
4. Conference brochure posted and mailed to programs and educators in the field by March 1, 2018. Registration opened on SEEPP Website by March 1, 2018. (www.cdedu.us/SEEPP)
5. Registration deadline of March 23, 2018.
6. Stipend of \$350.00 for each 2 ½ hour workshop.
7. CEU certificates for participants completing the conference.