

**REQUEST FOR PROPOSAL**

**Campus Host for The NCHERM Group Training Events**

The NCHERM Group requires that the dedicated contact complete this application and initial (handwritten or electronically) each page in the lower right corner to confirm understanding of and ability to provide each item contained in this document, unless otherwise noted. The initialed document must be submitted with corresponding response document.

Call for 2018 host site proposals opens in April 2017. Applications are accepted on a rolling basis and reviewed within 3 weeks of submission. Please note: as applications are reviewed on a rolling basis to build a calendar for the following year; prospective hosts are encouraged to submit their RFP response as soon as possible to ensure consideration before the calendar fills. The decision to host an event operates on a “first come, first served” basis.

In consideration for partnering with The NCHERM Group to host a training event (i.e., assist with recruitment efforts and attain a minimum of ten participating institutions, provide a training facility, audio/visual technology, parking, food and beverage, nametags, and staff to work event) the host’s registration fee is waived for 10 campus attendees. *The NCHERM Group reserves the right to fill the training facility to maximum capacity (less host attendees) so please budget appropriately.*

**Submission Instructions**

To complete submission of this application, each section below must be completed with an accompanying response. Additionally, each page of this document must be initialed in the lower right corner to confirm understanding of and ability to provide the items outlined in each section. Applicants must also answer any follow up questions requested by The NCHERM Group staff. Failure to submit a completed document or respond to follow up inquiries will result in an incomplete submission. Applications must be submitted in Word (.doc or .docx) format via email attachment to megan@ncherm.org.

**Name of prospective host institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A. Dedicated Contact**

The NCHERM Group requires two dedicated points of contact from the host institution. These individuals will:

* Conduct outreach to meet the minimum recruitment standards (ten outside institutions). Copy megan@ncherm.org on all outreach communication.
* Field inquiries from attendees prior to, during, and after training.
* Remain in regular communication with Megan Birster to discuss details, clarify issues, etc.
	+ Monthly and weekly calls will be scheduled at time of RFP approval.
* Create nametags for all attendees, including attendee name and institutional affiliation.
* Create and post directional signage to training facility, restrooms, etc.

**Response: Outline contact information for the individuals who will serve as NCHERM’s point of contact for all planning purposes and inquiries leading up to and during the training event. These individuals should be available for regular calls and/or emails with The NCHERM Group’s staff to discuss logistics, ask questions, etc.**

**Contact 1**

* **Name**
* **Professional title**
* **Department**
* **Email address**
* **Phone number**

**Contact 2**

* **Name**
* **Professional title**
* **Department**
* **Email address**
* **Phone number**

**Please also confirm that these individuals (to the best of their abilities) will remain in regular contact with The NCHERM Group throughout the planning process and with attendees during days of training. At the four-month mark from the start of your event, Megan Birster will set up a monthly call. At the two-month mark, a bi-weekly call with be scheduled. During the last three weeks, leading up to your event, a weekly call will be scheduled. These calls should take no longer than ten minutes.**

1. **Dates and Course**
* Dates:
	+ Training days are scheduled from 8:30AM to 5:00PM. A tentative schedule-at-a-glance is outlined below:
		- 8:30AM-9:00AM: continental breakfast & registration
		- 9:00AM-12:00PM: training
		- 12:00PM-1:00PM: lunch break
		- 1:00PM-5:00PM: training and snack break

**Response:**

* **Confirm ability to adhere to the above outlined 8:30AM-5:00PM schedule.**
* **List five preferred date sequences when your campus can host in priority order:**
1.
2.
3.
4.
5. **Space Requirements**

The training should take place in a dedicated, contained space. Space requirements include:

* A banquet or ballroom style room that can accommodate 100 attendees seated classroom-style, with large front projector, screen and laptop, and head table with wireless microphone (lavaliere is preferred, though not required). An on-campus classroom that is lecture style may also be sufficient.
* A table located or adjacent to the training room for registration.
* Service and consumption of meals (continental breakfast and afternoon snack) may occur in the training room or in an adjacent room or lobby.
* Two secondary rooms will be required for Round Table Sessions.

**Response: Outline the name of the training facility or facilities you intend to reserve based on the above outlined space requirements. Also include in your response any maps, floor plans, or diagrams of the reserved facility that will be helpful to understand the room set-up.**

* **Campus address:**
* **Name of training facility:**
* **Training facility address:**
* **Link to annotated campus map:**
* **Room capacity and anticipated set up:**
1. **Technology**
* The training room should be equipped with a laptop, one digital projector, a screen, and one wireless microphone, per faculty assigned, for the duration of the course.
* The ability for faculty to control slides from the head table is required.
* One power strip is required at the head table to accommodate faculty needs.
* Free access to wireless Internet within the training facility for all attendees is encouraged but not required. If wireless Internet can be provided to attendees, please note this in your response and include network name and password.
* A member of the A/V or technology staff will be readily available to offer assistance to course faculty as necessary.

**Response: Outline audio/visual set up of training facility. Also confirm your ability to provide technology tools and qualified assistance throughout the training event.** **If wireless Internet can be provided to attendees, please note the network and password (if applicable).**

* **A/V set up:**
* **A/V staff assistance:**
* **Wifi network and password (if applicable):**
1. **Catering**
* Host institutions must provide all attendees with a continental breakfast and afternoon snack each day of training. The NCHERM Group reserves the right to fill the training facility to maximum capacity (minus host attendees) so please budget accordingly.
	+ Continental breakfast should include some combination of:
		- Coffee, tea, water, and juice (caffeinated and caffeine-free options)
		- Bagels, croissants, muffins, and pastries
		- Fresh fruit, yogurt, granola
		- Cereal and milk
	+ Afternoon snack should include:
		- Beverages (caffeinated and caffeine-free options)
		- Light snack (cookies, fruit, etc.)
* Host institutions are also welcome to provide attendees with a catered lunch. However, this is not a requirement.
	+ In lieu of providing lunch, host institutions must instead provide attendees with a list of local eateries, including on- and off-campus establishments

**Response: List location of continental breakfast and afternoon snack. Please provide links or lists of on-site and local dining services within walking distance to your campus available to attendees during training dates.**

* **Location of food and beverage service:**
* **On-campus dining options (please confirm eateries will be open during training):**
	+
	+
	+
* **Nearby campus options:**
	+ -
		-
		-

**F. Outreach and Recruitment**

It is required that each host school recruits a minimum of ten (10) outside groups to attend their training event.

* Host will assist in marketing and outreach to this end.
	+ Copy Megan@ncherm.org on all outreach correspondence
* To support our hosts in this endeavor, The NCHERM Group will:
* Provide examples of outreach language to host
* Collaborate with host to plan outreach, including marketing to regional/professional listservs, social media, local associations, partner with other local schools to ask for assistance in spreading the word, etc.
* Post the training on ncherm.org and list training in The NCHERM Group newsletter

**Response: Outline your plan for outreach and recruitment. Also include a list of potential outreach media (association listservs, local colleagues, etc.).**

**G. Registration**

* In consideration for hosting a training event (i.e., assist with recruitment efforts and attain a minimum of ten participating institutions, provide a training facility, audio/visual technology, breakfast and an afternoon snack each day of training, and staff to oversee event and create nametags) the host’s registration fee is waived for 10 campus attendees.
	+ Attendees beyond the waived registration rate may register at $250.00 per person per two-day training event
* The NCHERM Group reserves the right to fill the training facility to maximum capacity (less host attendees) so please budget accordingly.
* The NCHERM Group coordinates all aspects of registration and provides host with updates each week.
* Host is prohibited from collecting registration forms or payment.
* All vendor information must be provided to registrants by The NCHERM Group directly.
* Registration for a training event will close approximately seven to ten business days prior to the start of training.

**Response: None required.**

 **H. Certification**

• All campus hosted training events are certification courses and qualify for credit through The NCHERM Group’s Continuing Certification Credit (CCC) Program. More information on the CCC Program is available at https://[www.ncherm.org/online-trainings/ccc/.](http://www.ncherm.org/online-trainings/ccc/)

• Manage a sign-in sheet to ensure certification requirements are met

o Host is responsible for providing The NCHERM Group with scanned copies of sign-in sheets for CCC certificate access provided via email to attendees individually (template provided by The NCHERM Group prior to training) within one week of the training’s completion.

• Certificates are delivered electronically within 7-10 business days of receipt of sign- in sheet.

**Response: No Response Required**

**I. Transportation and Lodging**

Depending on your geographic location, attendees may have to travel to attend your training. They may therefore need transportation and lodging information prior to arriving to campus.

**Please provide the following information regarding local transportation and lodging, including any websites that source this information:**

* **Transportation**
	+ **Airport(s):**
		- **Address(es):**
		- **Approximate distance(s) from campus:**
		- **Ground transportation options:**
	+ **Train station(s):**
		- **Address(es):**
		- **Approximate distance(s) from campus:**
		- **Ground transpiration options:**
* **Hotel Lodging: At least two local hotels within walking or short driving distance to campus**
	+ **Hotel 1:**
		- **Addresses:**
		- **Approximate distance(s) to campus:**
		- **Availability over proposed dates:**
		- **Cost per night:**
		- **Parking information:**
		- **Amenities (wireless internet, breakfast, parking, etc.):**
		- **College/University discount rate and code attendees can use when making reservations and point of contact at the hotel (discount rate encouraged, but not required):**
	+ **Hotel 2:**
		- **Addresses:**
		- **Approximate distance(s) to campus:**
		- **Availability over proposed dates:**
		- **Cost per night:**
		- **Parking information:**
		- **Amenities (wireless internet, breakfast, parking, etc.)**
		- **College/University discount rate and code attendees can use when making reservations and point of contact at the hotel (discount rate encouraged, but not required)**
* On-Campus Lodging (not required): Due to the current budget crisis many schools are facing, The NCHERM Group would like to explore the option of an on-campus alternative to hotel accommodations. Please provide information on available residence hall rooms that can be made available to attendees for no more than $50 per night, up to two nights.
	+ Proximity to training space
	+ Parking information
	+ Whether non-event attendees (such as students, other conference attendees, or summer campers) will be housed in the building at the same time
	+ Amenities (wireless internet, suite-style vs. communal restrooms, etc.)
	+ Dining services
	+ Linens and towels

**J. Parking**

Host institutions must provide:

**We ask that if possible, parking be free of charge for all attendees.**

* Parking passes/permits:

o Parking pass and/or check-in requirement information must be

communicated to The NCHERM Group prior to the training.

o The NCHERM Group is not responsible for knowing the number of permits or spots required by attendees.

* Appropriate signage directing attendees from parking lot(s) to the training facility, including an annotated campus map that indicates parking areas and training facility.

**Response:**

**K. Special Accommodations for Attendees with Disabilities**

It may be necessary to offer additional assistance to attendees with disabilities. Requests for accommodation will be communicated by The NCHERM Group. Host must be able to provide:

* Accommodation services through your Office of Disability Services or equivalent department, including American Sign Language (ASL) interpreter services and wheelchair access to training and dining facilities.
* Gender-neutral bathroom and lactation room access may be requested.
* Dietary Restrictions

**Response: Please confirm your ability to provide accommodations outlined above.**

**L. Certificate of Insurance**

If you require a copy of The NCHERM Group’s certification of insurance (COI) on file in advance of hosting the event, please inform your contact at least 6 weeks in advance of the event. Please also include any instructions with regard to providing and delivering a copy of the certificate, such as adding the host institution as an additional insured.

**M. Benefit to Hosts**

Waived Registration Rate: The training event registration fee is waived for 10 campus attendees. This number will be subtracted from the maximum number of available seats in the training space, and The NCHERM Group will base any registration cut-offs on the remaining seats. *The NCHERM Group reserves the right to fill the training facility to maximum capacity (minus host attendees) so please budget accordingly.*

**Response: Outline the anticipated number of attendees from your institution.**

**N. Event Cancellation**

A successful certification training course requires joint effort and collaboration by both The NCHERM Group and the host campus. It is responsibility of both The NCHERM Group and the host campus to market the training to ensure a successful turnout. Registration progress is monitored on a weekly basis and hosts are provided a status update on registration numbers. In the months leading up to a training, The NCHERM Group staff will be in touch with the host contact regarding a number of logistical concerns, including the viability of the event based on registrations. In the event a training does not meet minimum registration requirements as determined by The NCHERM Group, The NCHERM Group reserves the right to cancel or reschedule the training to a mutually-agreeable date. We understand that there are costs associated with hosting a training, and that not all of those may be recouped in the event of a cancellation. In the rare event that a training event must be cancelled due to low registration turnout, The NCHERM Group will waive the registration fee for the host campus to send up to three of its members to a comparably-priced training event.

**Response: No response needed**

**Questions**

Please direct all questions or concerns to Megan@ncherm.org.