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| RFQ Questions |
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Q1. Will trainers for these sessions receive compensation, or is this volunteer-based? Also, do trainers need to come from a company or agency, or can individual trainers submit a proposal?

Answer: Trainers may receive compensation, or they can also be volunteer-based. Trainers do not need to come from an agency or company. All proposals will be scored on the workshop proposal, qualification and experience and reasonableness of cost.

Q2. How many participants will be in the training program? How many attendees are at the conference?

Answer: Friday: we estimate attendance between 175-225 administrative staff. Saturday: attendance will be approximately 700-750 administrative and teaching staff.

Q3. Can you tell me if there will be speaker compensations?

Answer: Trainers may receive compensations, or they can also be volunteer-based. All proposals will be scored on the workshop proposal, qualification and experience and reasonableness of cost.

Q4. How do I calculate the cost per session and include travel expenses?

Answer: Proposals can be submitted by calculating the all-inclusive cost for 1 session (session fee plus travel costs); and providing an additional session fee for extra sessions if chosen.

Q5. Will presenter be speaking one day or two days? Should we submit RFP’s for both days (day 1 Directors/Leaders and day 2 for teachers)? Can workshops be repeated on Saturday?

Answer: All proposals will be scored on the workshop proposal, qualification and experience and reasonableness of cost. Each presenter can submit up to 5 proposals for either Friday (administration) and/or Saturday (teachers) and must meet the required criteria listed on the RFQ. Depending on availability, workshops may or may not be chosen as repeated sessions.

Q6. Are there vendor/sponsor opportunities?

Answer: Yes, there will be an exhibit area during the 2-day conference.

Q7. When budgeting, can I submit multiple cost options?

Answer: Proposals can be submitted by calculating the all-inclusive cost for 1 session (session fee plus travel costs); and providing an additional session fee for extra sessions if chosen.