



REQUEST FOR PROPOSAL
2019 Campus Host for Certification Courses

The National Behavioral Intervention Team Association (NaBITA) is committed to providing education, development and support to school and workplace professionals who endeavor every day to make their campuses and workplaces safer through caring prevention and intervention.

NaBITA brings together professionals from multiple disciplines who are engaged in the essential function of behavioral intervention in schools, on college campuses, and in corporations and organizations for mutual support and shared learning. Whether it is to combat bullying, prevent violence, support individuals with disabilities, empower the success of those suffering from mental health challenges, or assist those who are in crisis, our members are joined in common purpose and exploration of best practices.

NaBITA is the premier association for behavioral intervention team training, offering a number of courses to meet the growing demand for new and unique professional development opportunities. NaBITA Certification Courses provide colleges, universities, and other educational institutions and organizations the opportunity to learn more about the operation and utility of a BIT in a campus setting. Our campus hosted training model allows multiple institutions to gather for training, while simultaneously allowing the host institution to train staff and faculty without the inconvenience of extended travel and associated costs.

This document outlines the requirements for an institution serving as a campus host.

Applications for 2019 are accepted on a rolling basis beginning in June of 2018 and reviewed within three weeks of submission. Prospective hosts are encouraged to work ahead and complete an RFP before the required submission range. The decision to host an event operates on a “first come, first served” basis and is determined by variables such as presenter availability, regional location and proximity to other institutions and hosts, training demand, and the quality of completion for the criteria outlined below. In an effort to help attendees keep travel costs to a minimum, priority is given to prospective institutional hosts located in major metropolitan areas with easy access to air and ground transportation.

All campus hosted Certification Courses qualify for credit through The NCHERM Group's Continuing Certification Credit (CCC) Program. Current Certification Courses offered as part of the Campus Hosted Events Program are available for review at <https://nabita.org/news-events/nabita-training-events/>. More information on the CCC Program is available at <https://www.ncherms.org/online-education/continuing-certification-program/>.

In consideration for partnering with NaBITA 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, 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. *NaBITA reserves the right to fill the training facility to maximum capacity (less host attendees), so please budget appropriately.*

Submission Instructions

To submit a Request for Proposal, each page of this document must be initialed in the lower right corner to confirm understanding of each item. Applicants must also complete the corresponding response document and answer any follow up questions requested by NaBITA staff. Failure to submit both documents 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@nabita.org.

Contact information

Should you have any questions, please contact Megan Birster, Director of Marketing Outreach and Business Development at 610-993-0229 ext. 1015 or by email at megan@nabita.org.

Name of prospective host institution: _____

City: _____

State: _____

A. Dedicated Contact

NaBITA 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@nabita.org on all outreach communication.
- Field inquiries from attendees prior to, during, and after training.
- Remain in regular communication to discuss details, clarify issues, etc.
- From time of RFP approval up to one month prior to the training date, NaBITA will schedule monthly calls with the dedicated host contact. Beginning one month prior to the training date, NaBITA will schedule weekly calls with the dedicated contact.”
- Create nametags for all attendees, including attendee name and institutional affiliation.
- Create and post directional signage to training facility, restrooms, parking lots, etc.
- Have a staffed registration table during both days of training. This must be staffed one half hour prior to the start of training.
- Create and post directional signage to training facility, restrooms, parking lots, etc.

B. Dates and Course:

Consecutive date sequences are required. Please provide three dates. Training days are scheduled from 8:30AM to 4:30PM. A tentative schedule- at-a-glance is outlined below:

- 8:30AM-9:00AM: continental breakfast
- 9:00AM-12:00PM: training
- 12:00PM-1:00PM: lunch break
- 1:00PM-4:30PM: training and snack break

Course:

- Please choose from the following trainings:
 - Extremist Risk Intervention Scale (one day)
 - BIT Foundations (two days)
 - BIT Best Practices (two days)
 - BIT Master Class (two days)
 - Case Management & Intervention (two days)
 - Advanced Violence Risk Assessment
 - NABITA Threat Assessment Tool Update
 - SIVRA-35

If you do not see a training course that you would like to host, please contact megan@nabita.org to see if additional courses may be available.

C. Space Requirements

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

- A banquet or ballroom style room that can accommodate a minimum of 90 people seated classroom-style, with large front projector, screen and laptop, and head table with wireless microphone (lavalier is preferred, though not required). An on-campus classroom that is lecture style may also be sufficient.
- A table with chair located on an elevated platform for the speaker.
- A table located outside and/or adjacent to the training room for registration and welcome. This table must be staffed between 8am-9:30am each day.
- Service and consumption of meals (continental breakfast and afternoon snack) may occur in the training room or in an adjacent room.
- *NaBITA reserves the right to fill the training facility to maximum capacity (minus host attendees) so please plan accordingly.*

D. Technology

- The training room should be equipped with a laptop, one digital projector, a screen, and a wireless microphone 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 1:1 ratio for power outlets to attendees is not a requirement, but instead helpful information for NaBITA to provide to attendees in advance.
- A member of the A/V or technology staff will be readily available to offer assistance to course faculty as necessary.

E. Catering

Host institutions must provide all attendees with a continental breakfast and afternoon snack each day of training. NaBITA 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- & off-campus establishments.

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@nabita.org on all outreach correspondence

To support our hosts in this endeavor, NaBITA 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 nabita.org and list training in NaBITA newsletter

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 up to ten campus attendees.

- Attendees beyond the waived registration rate may register at \$250.00 per person per two-day training event
- NaBITA reserves the right to fill the training facility to maximum capacity (less host attendees) so please budget accordingly.
- NaBITA 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 NaBITA directly.

- Registration for a training event will close approximately ten business days prior to the start of training.
- Registration rates for one-, two-, three-, and four-day trainings are available upon request.

H. Certification

All campus hosted training events are certification courses and qualify for credit through The NCHERM Group's Continuing Certification Credit (CCC) Program. A full listing of current certification courses is available at <https://nabita.org/news-events/certification-courses/>. More information on the CCC Program is available at <https://www.nchem.org/online-education/continuing-certification-program>.

The host contact is responsible for managing a sign-in sheet to ensure certification requirements are met. The host is responsible for providing NaBITA with scanned copies of sign-in sheets for CCC certificate access provided via email to attendees individually (template provided by NaBITA 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.

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.

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

- Hotel name
- Hotel Address
- Parking Requirements and fee
- Accommodations
- Proximity to training facility

On-Campus Lodging (not required): Due to the current budget crisis many schools are facing, ATIXA 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 2 nights:

- Proximity to training space
- Parking information
- Whether non-ATIXA 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
- Linen and Towels

J. Parking

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

Host institutions must provide:

- Parking passes/permits:
 - Parking pass and/or check-in requirement information must be communicated to NaBITA prior to the training.
 - NaBITA 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.

K. Accommodations for Attendees with Disabilities or Special Needs

It may be necessary to offer additional assistance to attendees with disabilities. Requests for accommodation will be communicated by NaBITA. 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.
- Accommodations for private lactation space for any nursing mothers in attendance.
- Does the training facility have gender neutral restrooms?

L. Certificate of Insurance

If a Certificate of Liability Insurance is required by host institution or state, please alert NaBITA at events@nabita.org at least four weeks prior to the training date.

M. Benefit to Hosts

Waived Registration Rate: The training event registration fee is waived for a group of up to 10 attendees from the host campus. Should you wish to send

additional attendees to the training, they may register at a discounted rate of \$250 per person.

N. Event Cancellation

A successful certification training course requires joint effort and collaboration by both NaBITA and the host campus. It is responsibility of both NaBITA 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. Throughout the course of the registration process in the months leading up to a training, NaBITA staff will be in touch with the host contact regarding a number of logistical concerns, including the viability of the event based on registrations.

1. In the event a training does not meet minimum registration requirements as determined by NaBITA, NaBITA reserves the right to cancel or reschedule the training to a mutually-agreeable date. NaBITA understands 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, NaBITA will waive the registration fee for the host campus to send up to 3 of its members to a comparably-priced training event.
2. In the event of an Act of God (e.g. inclement weather, destruction of facilities, illness, and the like), NaBITA and the host school will in good faith, attempt to fully perform this training. However, in the event that an Act of God prevents performance by either or both parties, both parties agree to make good faith efforts to reschedule the campus hosted event at a mutually acceptable later date.
3. If a host school decides to cancel an event within 12 weeks of the scheduled training date, the host school will be responsible for up to \$1,500 of incurred travel costs. If the host school cancels the training event within eight weeks of the scheduled training date, NaBITA will have to refund registrants who have already paid, and will incur significant staff costs, refund expenses, reputational damage and the loss of good will of registrants. As a result, the host school will be responsible for paying NaBITA an amount equal to the registration revenue received by NaBITA up to the date of cancellation (not to exceed \$16,000), as liquidated damages for the cancellation. Cancellation of an event within 12 weeks of a training date will forfeit the opportunity for said school to host a public event for three years.

Questions

Please direct any questions or concerns to Megan Birster, Director of Marketing Outreach and Business Development at 610-993-0229 ext. 1015 or at megan@nabita.org.

Requirements and Expectations

Host Site will provide:

- **Catering** – Continental breakfast and afternoon snack for each day of training
- **Nametags for all participants** – NaBITA staff will provide the list of participants no less than five days prior to the start of the training to a campus representative for nametag creation
- **Sign-in sheet for CCCs** – Circulate sign-in sheet each day of training for registrants to validate daily attendance
- **Registration table throughout training** – To greet attendees, answer questions, allow for nametag pick up, and provide area for sign-in sheet

For Event Days:

- **Directional Signage** - Hang signage for participants around campus/near the event room to assist attendees in finding the space
- **Staff** – Available each day of training to staff the registration table
- **Technology** – IT representative present to test all Faculty technology prior to start of each day of training and available throughout all days of training, if needed

NaBITA will provide:

- **Faculty** – A dedicated presenter for your campus training
- **Training Materials** – A complete set of materials to accompany the training (in electronic form)
- **Outreach** – Training event advertisement through the NaBITA website and newsletters
- **Registration** – All logistics for attendee registration and payment
- **Attendee list** – a sign-in sheet of confirmed attendees to the host contact