 **REQUEST FOR PROPOSAL**

**2019 District Host for a Certification Course**

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.

In consideration for partnering with NaBITA to host a training event (i.e., assist with recruitment efforts and attain a minimum of ten participating districts, 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 a group of seven district attendees.

**Submission** **Instructions**

To complete submission of this application, each page of this document must be initialed in the lower right corner to confirm understanding of and ability to provide each item outlined below.

Applicants must also complete the corresponding response document and answer

any follow up questions requested by NaBITA staff. The corresponding response document must be submitted in Word (.doc or .docx) format via email attachment to [megan@nabita.org](mailto:megan@nabita.org). All supplemental materials can be submitted in their original format.

Failure to submit the initialed RFP, completed response document, and supplemental materials or failure to follow up on inquiries will be considered an incomplete submission and will not be reviewed.

**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](mailto:Megan@nabita.org).

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

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

**A. Dedicated Contact**

NaBITA requires two dedicated points of contact from the host. These individuals will:

* Conduct outreach to meet the minimum recruitment standards (seven outside districts).
* Copy NaBITA on all outreach communication.
* Field inquiries from attendees prior to, during, and after training.
* Remain in regular communication with NaBITA to discuss details and clarify issues.
* From time of RFP approval, NaBITA will be in regular communication with the host. The host contact is responsible for responding promptly.
* Create nametags for all attendees, including attendee name and district affiliation.
* 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**: 2- Day PreK-12 BIT Basics Certification Training

**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 (lavaliere is preferred, though not required).
* A table with chair located on an elevated platform for speaker.
* A table located outside and/or adjacent to the training room for registration and welcome. This table must be staffed between 8:00am-9:00am 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 should be readily available to offer assistance to course faculty as necessary.

**E. Catering**

Host 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’s are also welcome to provide attendees with a catered lunch. However, this is not a requirement. In lieu of providing lunch, the host must instead provide attendees with a list of local eateries.

**F. Outreach and Recruitment**

It is required that each host school recruits a minimum of ten (10) outside groups to attend their training event. The host will assist in marketing and outreach to this end and copy NaBITA 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 and 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 seven participating districts, 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 seven district 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.

**H. Certification**

All district 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://atixa.org/events/training-and-certification/. More information on the CCC Program is available at https://[www.ncherm.org/online-trainings/ccc/.](http://www.ncherm.org/online-trainings/ccc/)

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 your training.

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

**J. Parking**

Host must provide:

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

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 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 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 you require a copy of NaBITA’s parent organization The NCHERM Group’s certification of insurance (COI) on file in advance of hosting the event, please inform your NaBITA 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 district as an additional insured.

**M. Benefit to Hosts**

Waived Registration Rate: The training event registration fee is waived for a group of up to **seven** attendees from the host district. Should you wish to send additional attendees, they may register at a discounted rate of $250 per person, per certification training.

**N. Event Cancellation**

A successful certification training course requires joint effort and collaboration by both NaBITA and the host. It is responsibility of both NaBITA and the host 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. ATIXA 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 district to send up to three of its members to a comparably-priced training event. NaBITA also has the right to reassign a faculty member up to the day of the training for any reason.
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 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 four 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 $20,000), as liquidated damages for the cancellation. Cancellation of an event within 12 weeks of a training will forfeit the opportunity for said school to host a public event for up to three years.

**All hosts are responsible for:**

§ **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 district 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 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 –** NaBITA will assign you a trainer upon confirmation of your event but please take note that this faculty member could change at any time.

§ **Training Materials –** A complete set of BIT 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.