



**Association of Proposal Management Professionals
Annual Southern Proposal Accents Conference (SPAC)**

Pre-SPAC Workshops March 21, 2018



**21st Annual Southern Proposal Accents Conference
(SPAC)**

Request for Proposal for 2018 Pre-SPAC Workshops

Wednesday, March 21, 2018



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I. Background

The Georgia Chattahoochee, Carolinas, and Florida Sunshine Chapters of the Association of Proposal Management Professionals (APMP) are co-hosting the 21st Annual Southern Proposal Accents Conference (SPAC). SPAC will be held at the Cobb Energy Performing Arts Centre (CEPAC), Atlanta, Georgia on Thursday, March 22, 2018.

Previously, successful workshops have been held adjacent to SPAC and members have indicated similar interest for a workshop this year. Therefore, we are offering the following **Pre-SPAC workshops for Wednesday, March 21, 2018:**

- **Task 1** - APMP Foundation or Practitioner Level Training Course and Examination - Limited to APMP Approved Training Organizations (ATOs)
- **Task 2** - Alternate Proposal Management Related Workshop (such as, Proposal Management, Writing, Editing, Pricing, Business Development, Price to Win, Competitive Intelligence, Graphic Development, Productivity/Time Management, Leadership Skills, Facilitation Skills) - Open to all bidders

II. Scope of Work

- a. Contractors may respond to Task 1 and/or Task 2. Task 1 is restricted to APMP Approved Training Organizations (ATOs).
- b. On Wednesday, March 21, 2018, the suggested workshop hours are:

Start Time	End Time	Description
7:30 AM		Continental Breakfast
8:00 AM	5:00 PM	Certification Training
8:00 AM	5:00 PM	APMP Accreditation Training / Proposal Management Related Workshop
12:00 PM	1:00 PM	Lunch Buffet
3:00 PM	3:15 PM	Afternoon Break

- c. The SPAC co-host chapters will publicize the workshops on the SPAC and chapters websites, email blasts, and during upcoming chapter meetings, and provide distribution to other APMP chapters. SPAC will also ensure each workshop is posted on APMP's event calendar.



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- d. The workshops should be held at a nearby venue convenient to the Cobb Energy Performing Arts Centre (CEPAC), e.g., Embassy Suites, Cobb Galleria, or Sheraton Suites Galleria Hotel. Included below is contact information for venues.

Katy Barahona
Corporate Sales Manager
Cobb Galleria Centre
Two Galleria Parkway
Atlanta, Georgia 30339
Phone (770) 955-8000
Direct (770) 989-5078
Fax (770) 955-7719
<http://cobbgalleria.com/>
kbarahona@cobbgalleria.com

Terri Stiller
Embassy Suites Galleria
2815 Akers Mill Road, SE
Atlanta, Georgia 30339
Phone (770) 984-9300
Direct (678) 460-2571
Fax (770) 955-4183
www.atlantagalleria.embassysuites.com
terri.stiller@hilton.com

Bethanie Pullen
Sheraton Suites Galleria Hotel
2844 Cobb Parkway SE
Atlanta, Georgia 30339
Phone (770) 916-3168
Direct (770) 916-3180
Fax (770) 916-3165
www.sheratonsuitesgalleriaatlanta.com
bpullen@sheratongalleriaatl.com

- e. Contractors will be responsible for arranging room, food and beverage, and audio services for their workshop directly with the venue chosen. Contractors must make payment for all incurred expenses (e.g., room, food and beverage, screen and other costs) directly to the venue chosen.
- f. We are in the process of blocking discounted hotel rooms starting **Tuesday, March 20 through Saturday, March 24, 2018**. The number of discounted rooms will be limited. Please visit the SPAC and Co-host chapters' websites for details:
- APMP SPAC, <http://www.apmp-spac.com/>
 - Georgia Chattahoochee Chapter, <http://www.apmp-ga.com/>
 - The Carolinas, <http://www.apmpcarolinas.org/>



- Florida Sunshine Chapter, <http://apmpflorida.org/>

III. Pre-SPAC Special Events Costs

The selected Task 1 and Task 2 Contractor(s) is responsible for all direct costs associated with the workshop venue, such as classroom, food and beverages, and audio-visual support. Costs must be payable by the Contractor directly to the venue chosen. Note that the SPAC Planning Committee may be able to provide a loaner projector to the Contractor, if needed and requested.

IV. Proposal Instructions

The Contractor must provide the proposal responses in MS Word or PDF format and email to karnitsc@rti.org by **December 1, 2017, 5 p.m. ET.**

Task 1: APMP Foundation and/or Practitioner Level Accreditation Training Session, limited to APMP Approved ATOs

- Describe your one-day, APMP Foundation or Practitioner Level Accreditation training process.
- Discuss how you will administer the Foundation examination (if applicable).
- Describe your APMP Foundation or Practitioner Level Accreditation training experience.
- Describe any study materials to be provided.
- Discuss any pre-course activities for students.
- Discuss your examination pass rates.
- What is your minimum participation requirement?
- Explain your registration, payment arrangements, and registration deadline process.
- Explain your plan for marketing this workshop to increase attendance.
- Provide name(s), experience, and credentials of workshop facilitator(s).

Task 2: Proposal Management Related Workshop, Open to all bidders

- Provide a detailed description of your one-day, Proposal Management Related Workshop
- Describe any study materials to be provided.
- Discuss any pre-work activities for the students.
- Have you conducted this particular workshop previously? If so, please provide specifics: When, where, for whom, attendance number, and success indicators.
- What is your minimum participation requirement?
- Explain your registration, payment arrangements, and registration deadline process.
- Explain your plan for marketing this workshop to increase attendance.
- Provide name(s), experience, and credentials for workshop facilitator(s).

Price



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- Provide a price summary for the various components of your workshop(s), by Task, if responding to both Task 1 and Task 2.
- Price should be valid until March 21, 2018.

V. EVALUATION CRITERIA

The selection of the successful Contractors will be made by a subcommittee of the SPAC planning committee and will be based on the “best value” to prospective students considering: cost, study materials to be provided, minimum participation requirements, registration/payment arrangements, and registration deadline.

Pricing will be a factor but will not necessarily be the deciding factor for award. The successful Contractor will be notified of our selection approximately two weeks after the proposal due date.

Please submit your response(s) no later than **December 1, 2017, 5 p.m. ET** via email. All questions and responses should be directed to: Jennifer Karnitschnig, 2018 SPAC Workshops Chair karnitsc@rti.org.