



## REQUEST FOR PROPOSAL

### 2019 Campus Host for Certification Course

ATIXA provides a professional association for school and college Title IX Coordinators and administrators who are interested in serving their districts and campuses more effectively. Since 1972, Title IX has proved to be an increasingly powerful leveling tool, helping to advance gender equity in schools and colleges.

ATIXA is the premier association for Title IX training, offering a number of courses to meet the growing demand for new and unique professional development opportunities. ATIXA Certification Courses provide colleges, universities, and other educational institutions and organizations the opportunity to learn more about Title IX and equity initiatives in a campus setting. Our event 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.

All certification courses qualify for credit through The NCHERM Group's Continuing Certification Credit (CCC) Program: <https://www.ncherp.org/online-education/continuing-certification-program>. A full schedule of current certification courses is available at <https://atixa.org/events/training-and-certification/>.

At this time, ATIXA is unable to accommodate requests for co-sponsorship.

Call for 2019 host site proposals opens in June of 2018. Applications are accepted on a rolling basis and reviewed within three 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 and is determined by variables such as presenter availability, regional location, proximity to other institutions and training events, training demand, and the quality of completion for the criteria outlined below.

In consideration for partnering with ATIXA 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 a group of 10 campus 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 ATIXA staff. The corresponding response document must be submitted in Word (.doc or .docx) format via email attachment to [megan@atixa.org](mailto:megan@atixa.org). All supplemental materials can be submitted in their original format.

Failure to submit the initialed RFP, response document, and supplemental materials or respond to follow up 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@atixa.org](mailto:megan@atixa.org).

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

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

**A. Dedicated Contact**

ATIXA 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 ATIXA on all outreach communication.
- Field inquiries from attendees prior to, during, and after training.
- Remain in regular communication with ATIXA to discuss details and clarify issues.
- From time of RFP approval, ATIXA 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 institutional 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: Please choose three from the following trainings:

1. Level One Civil Rights Investigator Certification Training
2. Level Two Civil Rights Investigator Certification Training
3. Level Three Sexual Violence Civil Rights Investigator Certification Training
4. Level Three Sexual Harassment Civil Rights Investigator Certification Training
5. Level Four, Due Process Certification Training
6. 504 Coordinator Certification Training (one-day)
7. Title IX Policy & Procedure Training
8. Climate Surveys, VAWA Compliance & Strategic Prevention Training

If you do not see a training course that you would like to host, please contact [megan@atixa.org](mailto:megan@atixa.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 (lavaliere 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 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.
- *ATIXA 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 ATIXA 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 institutions must provide all attendees with a continental breakfast and afternoon snack each day of training. ATIXA 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. The host will assist in marketing and outreach to this end and copy ATIXA on all outreach correspondence.

To support our hosts in this endeavor, ATIXA 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 atixa.org and list training in ATIXA 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.
  - ATIXA reserves the right to fill the training facility to maximum capacity (less host attendees) so please budget accordingly.
  - ATIXA 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 ATIXA directly.
  - Registration for a training event will close approximately ten business days prior to the start of training.
  - Registration rates (all include Investigation in a Box Kit):
    - Individual: \$1,500
    - Campus pair: \$2,000
    - Campus group of up to seven: \$2,500
    - MEMBER RATE Individual: \$1,350
    - MEMBER RATE Campus pair: \$1,775
    - MEMBER RATE Campus group of up to seven: \$2,200
- \*Campus must have an institutional membership to qualify for this group member rate

## **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://atixa.org/events/training-and-certification/>. More information on the CCC Program is available at <https://www.ncher.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 ATIXA with scanned copies of sign-in sheets for CCC certificate access provided via email to attendees individually (template provided by ATIXA 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.

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 ATIXA prior to the training.
- ATIXA 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 ATIXA. 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 ATIXA's parent organization The NCHERM Group's certification of insurance (COI) on file in advance of hosting the event, please inform your ATIXA 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 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 ATIXA and the host campus. It is responsibility of both ATIXA 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, ATIXA 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 ATIXA, ATIXA 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, ATIXA will waive the registration fee for the host campus to send up to three of its members to a comparably-priced training event. ATIXA 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) ATIXA 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 four weeks of the scheduled training date, ATIXA 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 ATIXA an amount equal to the registration revenue received by ATIXA 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.

## Requirements and Expectations

### Host site will provide:

- **Catering** – Continental breakfast and afternoon snack for each day of training
- **Nametags for all participants** – ATIXA 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.

### ATIXA will provide:

- **Faculty** – ATIXA 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 Title IX materials to accompany the training (in electronic form)
- **Outreach** – Training event advertisement through the ATIXA website and newsletters
- **Registration** – All logistics for attendee registration and payment
- **Attendee list** – a sign-in sheet of confirmed attendees to the host contact