

**Request for Proposal (RFP)**

**ATD Puerto Rico Chapter**

**01.2023**

# Summary and Background

ATD Puerto Rico Chapter is accepting proposals to facilitate presentations on topics of interest to all chapter members and interested parties.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various potential presenters and select the presenters who best demonstrate the ability to add value for our constituents.

# Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted on an ongoing basis, as we are always looking for great programs. All proposals must be signed by the author. If the proposal is presented by an organization, it must be signed by an official agent or representative of the company submitting the proposal.

While we do not offer payment for program presenters, we do offer great exposure to the leaders in the learning and development community in Puerto Rico. If selected, you will receive the following:

* **Online exposure to our unique audience**. We will post your program description, logo, headshot and bio published on our website. Although the amount of time it will be posted varies, based on the it is selected, the average posting remains on the website for approximately three months.
* **Opportunity to present, face to face**. Our programs attract learning and development practitioners from Vice President level to entry level professionals and students. Many of our attendees are decision makers for learning and development expenditures in their companies, and most have a great deal of influence.
* **Opportunity to distribute your marketing material** to all program participants. While you may not “sell from the podium,” you are free to distribute your marketing materials and promotional items to all who participate in your program. You may also provide items to give away in a raffle.

# INSTRUCTIONS

Please answer the following questions relative to the program you would like to present:

**Program Title**

**Targeted audience**

Please describe the target audience that you understand will mostly benefit from the program. (Example: Industry Segment/ Experienced/ Non experienced/Independent Consultants/ Corporate Trainers)

This description could be used in our marketing efforts towards that audience and approvers.

**Program Description**

Programs are 45 minutes to one hour. Please describe your program. This description will be useful to market the program on our website.

**Instructional objectives**

Please include at least three instructional objectives.

**Takeaways & immediate on the job applications**: Guides on how to act when applying the techniques and concepts discussed (Example: Each participant will have access to the PowerPoint presentation and will have an opportunity to practice training techniques discussed.)

**About you**

Please add a bio about you and/or your company, including your qualifications, credentials, and relevant experience and/or information. This could be posted on our website.

Please also include a headshot.

**Preferred time schedule**

We will make every effort to schedule your program accordingly. Please indicate the time you would prefer to present.

* 8:30 AM – 10:30 AM
* 11:00 AM – 1:00 PM
* 6:00 PM – 7:30 PM
* Anytime is fine.

 Please indicate the day(s) you would prefer to present.

* Tuesday
* Wednesday
* Thursday
* Friday
* Saturday
* Any day is fine.

# Proposal Evaluation

ATD Puerto Rico Chapter will evaluate all proposals and select those which are most suitable based on the following:

* Relevance of the topic to our audience
* Relevance of the topic to the ATD Competency Model
* Timing of presentation of topic.
* Qualifications of presenter

Take note that if we have recently offered something similar, it is not likely we would be selecting your proposal.

Please submit your completed RFP along with two references to atdpuertorico@gmail.com

We look forward to hearing from you!

This RFP is presented by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_