



Request for Proposal for 1-Day & 2-Day Workshops/Seminars

PMI Southern Ontario Chapter (SOC) is planning its 2010/2011 Professional Development calendar. We are looking for proposals from REP's in the Toronto area and other potential speakers, from anywhere in Canada or the US.

Please provide a separate proposal for each workshop/seminar.

Our requirements for proposal details are:

General

To be considered for selection, the provider of the training program (vendor) **must** meet the following requirements:

1. The course facilitator/s are qualified trainers with previous experience in delivering commercial training
2. The course facilitator/s have previous experience in delivering the proposed workshop/seminar
3. The workshop/seminar facilitator will provide references
4. The training provider will issue certificate of completion, to participants, upon workshop/seminar completion
5. Workshop/Seminar duration: 1-day or 2-day events

Please provide preferred day/s of the week to conduct the workshop; preference will be given to proposals that can accommodate Saturday workshops, with 2-day workshops that are scheduled on successive Saturdays.

Target Audience

Although workshop/seminar proposals for different levels of membership will be accepted, PMI SOC is particularly interested in proposals that will address the professional development interests of the Senior Practitioners within chapter's membership. The Senior Practitioners group consists of members with many years of experience, who are engaged in managing strategic, corporate-level and/or large initiatives.

Workshop/Speaker Outline

The following information must be included in the proposal:

1. Learning objectives
2. Target audience
3. Minimum/maximum number of attendees
4. Workshop complexity level (e.g. Beginner / Intermediate / Advanced / Expert)
5. Duration (1-day, 2-day)
6. Suggested timing (start and finish dates)
7. Venue requirements (e.g. breakout room, flipcharts, white board)
8. Pre-requisites and special requirements (e.g. previous training on related topic, but different complexity level; preparation work; laptop is required for sessions; complete an assessment survey)
9. Event's agenda
10. Training materials provided
11. Training material recommended for purchase (if not provided by vendor)
12. Speaker/Facilitator bio including the speaking experience

Financial Considerations

PMI SOC is looking for a partnership arrangement between the training provider and the chapter, where risk (cost) and profits are shared between parties, the chapter and the vendor. Please provide:

1. Breakdown of all costs/expenses to be charged to the chapter or to participants (handouts, books, materials, instructor fees, travel expenses, facilities, etc.)
2. Details of any additional costs that PMI-SOC would be accountable for

Details of financial proposal must be included with your submission - ***proposals without these details will not be considered.***

PDU's

1. Indicate number of PDUs granted by the vendor for the workshop/seminar
2. In what category PDUs are offered

Proposal Submissions & Selection

All proposals must be delivered in electronic format (Word or PDF) to the chapter office no later than August 20, 2010.

The preferred method for proposal submissions is completion of an online form located at: <http://www.soc.pmi.on.ca/displayemailforms.cfm?emailformnbr=115960>. Please include any attachments as seen appropriate. Results of proposals review will be communicated to all vendors, regardless of acceptance or rejection, via email, by August 31, 2010.

PMI SOC may request a clarification meeting with a vendor, which will be conducted by phone.

Please be advised that PMI SOC reserves the right to select any proposal or reject all proposals.

PMI SOC Address & Contact Info for Submissions

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