



Indiana School Nutrition Association

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www.indianasna.org

Indiana School Nutrition Association Request for Proposal – Presenter 2019 Regional Workshops

The Indiana School Nutrition Association (ISNA) is requesting proposals from persons interested in providing training services for the ISNA Regional Workshops to be held during the February and March in nine locations around the state (click on the link below for a map of the regions).

http://www.indianasna.org/content/indianasna/documents/Indiana_co_names_2_.pdf

<u>Region 1</u> – March 12 (<i>LaPorte High School</i>) March 13 (<i>School City of Hammond</i>)	<u>Region 4</u> – March 7, 2019 <i>TBD</i>	<u>Region 7</u> – March 6, 2019 <i>Franklin Twp Comm School Corp</i>
<u>Region 2</u> – March 13, 2019 <i>Warsaw Community Schools</i>	<u>Region 5</u> – March 5 (<i>Western School Corp</i>) March 6 (<i>South Madison Comm School Corp</i>)	<u>Region 8</u> – February 28, 2019 <i>Southern Indiana Career and Tech Center, Evansville</i>
<u>Region 3</u> – February 26, 2019 <i>TBD</i>	<u>Region 6</u> – March 14, 2019 <i>New Castle Community Schools</i>	<u>Region 9</u> – February 27, 2019 <i>New Albany Floyd County Consolidated Schools</i>

Scope of Work:

The Regional Workshop is a professional development event held annually for school nutrition professionals throughout Indiana to enhance job skills of both ISNA members and non-members and focuses on the School Nutrition Association Key Area - Operations. The target audience is food service site managers or hourly employees. This year the ISNA Operations Research Committee has selected *Managing Personalities and Conflict* as the theme for the workshops with the curriculum materials selected from the Institute of Child Nutrition. A Power Point Presentation, Instructor’s manual and Participant’s manual and other materials can be found by contacting Jan Frost via email. Email address is: Jan@indianasna.org. The workshop is three (3) hours in length and is usually scheduled from 3:30 – 7 PM including time for breaks and a light snack.

Consultant Responsibilities

Provide own computer that can run MS PowerPoint Version 2007

Download trainer’s manual, participant manual and PowerPoint presentation from ISNA and review all activities in the program

Provide own transportation to each training site

Prepare for and deliver 3 hours of instruction, demonstration and activities per the agenda in an engaging style to approximately 100 participants at each location

ISNA Responsibilities

Provide the trainer a copy of the manual in advance of the first workshop.
Provide participants with an agenda, name badges, participant manual and handouts
Provide logistical coordination with school districts hosting workshops

Host Responsibilities

Provide meeting room for participants set up with tables and chairs for completing activities
Provide coffee and water for breaks.
Provide light meal (e.g., sandwich, fruit/and or veggies, sweet snack and water) for participants and trainer
Provide LCD projector that can connect to PC based computer and screen
Provide microphone and sound system

Additional Information

This RFP may be split between more than one respondent. Clearly indicate in the response which location(s) and/or date(s) that you are able to provide training.

Each workshop will be held only if there is sufficient enrollment. A workshop may be cancelled 10 days prior to the session date if there are not at least 25 participants enrolled.

Qualifications and RFP Response

Candidates (we will also accept co- presenters) should have expertise or experience related to school nutrition programs. Ideal candidates include those with managerial experience or training provided to school nutrition personnel. SNS credential or ICN Trainer experience is also ideal.

The response to the RFP must include:

- Resume
- Flat rate for training for all 9 workshops including preparation time and travel expenses OR flat rate for each workshop bid including preparation time and travel expenses
- List of previous training/presentations **related to managing people**
- Two letters of recommendation from groups to which you have presented. (Not required if you have submitted as part of another RFP within the last year)

Deadline for Response

Response due by **February 8, 2019.**

Mail or Email to:

Jan Frost
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Indiana School Nutrition Association
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