

**REQUEST FOR PROPOSAL
FOR
EDUCATIONAL PROGRAM SERVICES**



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ADVERTISEMENT FOR PROPOSAL

To All Prospective Proposers:

IGO invites you to submit your Proposal for Educational Program Services to be furnished and delivered in the Request for Proposal to the e-mail address specified herein.

The International Association of Government Officials (IGO) will accept Proposals for **Educational Program Services**, via e-mail transmission, at Suzanne@IaoGO.org. Proposals will be due on December 15, 2017, at **5:00 PM EST**.

If a potential Proposer is uncertain as to any part of the specifications of this RFP, the Proposer may contact the Proposer Contact, in writing. Any communication regarding this Request for Proposal is required to go through the Proposer Contact, Suzanne Biegenzahn, Suzanne@IaoGO.org or by phone at 919-459-6100.

IGO reserves the right to reject any and all Proposals, or portions thereof, or to cancel this matter at any time.

The Award Notification will be sent via e-mail transmission to the successful Proposer with the IGO Board's selection.. Thank you for your interest in providing continuing education for our members.

Larry Burtness,
President, iGO International Association of Government Officials

END OF INSTRUCTIONS TO PROPOSERS

TERMS AND CONDITIONS

- 1) Two (2) References are required. The References should be for like-kind contracts or services.
- 2) IGO asks Proposers to read the scope of work, specifications and requirements set out herein, carefully.
- 3) All questions regarding the Invitation or Proposal are to be directed, in writing, via e-mail to IGO Chief Staff Officer, Suzanne Biegenzahn.
- 4) Alternatives to the Proposal are invited, but may not be considered as part of base Proposal evaluations.
- 5) IGO retains the right to cancel the Proposal. .

IGO reserves the right to reject any and all Proposals, or any portions thereof.

END OF TERMS AND CONDITIONS TO PROPOSERS

EDUCATIONAL PROGRAM SERVICES

INFORMATION SHEET

EDUCATIONAL INSTITUTION: _____

EDUCATIONAL PROGRAM SERVICES PROVIDER: _____

CONTACT NAME: _____

CONTACT TITLE: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBER: _____

FACSIMILE: _____

REQUEST FOR PROPOSALS – EDUCATIONAL PROGRAM SERVICES

I. Contact Information

Organization: International Association of Government Officials (IGO)
Contact Person: Suzanne Biegenzahn
Title: Chief Staff Officer
Mailing Address: 110 Horizon Drive, Suite 210
City, State, and Zip: Raleigh, NC 27615
Phone: 919-459-6100
Facsimile: 919-459-2075
E-mail Address: Suzanne@IaoGO.org
Web Address: www.iaogo.org
Method of Communication: Email, Phone, Facsimile
Organization Billing Address: 110 Horizon Drive, Suite 210, Raleigh, NC 27615

II. Educational Program Services Scope of Work

Services Required: The Educational Program Services Provider will provide a series of continuing education courses specially designed for public officials, which includes, elected and appointed local, municipal, or provincial public officials. The Educational Program Services Provider will provide modules or classes, through biannual conference curriculum, on-line (webinar) curriculum or a combination thereof. All educational modules or classes are held in conjunction with scheduled iGO Conferences and Meetings, and/or through online teaching. The courses are comprehensive, focusing on the core principals of local, public service.

- A minimum of two, different, 2-credit, live courses which will be termed “University Courses” offered per calendar year.
- “University Courses” will be offered at iGO’s Annual (July) and Educational Conference (January), respectively, and “University Courses” will cost members \$300 for 2-live credits. .
- “University Courses” may be taped for resale to iGO members at the rate of \$350.
- A minimum of one, 2-credit, live or live-stream-teaching (webinar) ethics course, which will be termed a “University Course: Ethics” will be offered every 24 months, which will cost iGO members \$300 for the “University Course: Ethics”
- “University Course: Ethics” may be taped for resale to iGO members at the rate of \$350
- Once taped, any live “university course” or “University Course: Ethics” may be made available on iGO’s website for purchase at the \$350, per 2-credit, rate.
- Completion of four (4)“University Courses,” (totaling 8 university-taught credits) coupled with eight “Practitioner Credits” (attained by iGO Members through a series

of eight, 1-credit subject matter expert-taught courses/webinars not produced by Provider) entitles the iGO Member to a Certified Government Official (CGO) designation, through the Educational Program Services Provider.

- For Legacy Organization Certificate-Holders and for renewal of CGO designation after it is first attained, completion of three (3) “University Courses,” (totaling 6 university-taught credits) coupled with two (2) “Practitioner Credits” (attained by iGO Members through a series of 1-credit Subject Matter Expert-taught courses/webinars not produced by Provider) entitles the iGO Member to a Certified Government Official (CGO) designation renewal, through the Educational Program Services Provider.
- Additional educational opportunities shall be offered after review of the initial Contract.
- Every “University Course” and “University Course: Ethics” must be at least three (3) hours in duration.
- Every “Practitioner Course” will be made available to the Educational Program Services Provider to review, before student accreditation is awarded by iGO to the roster of students for that class.

Additional Educational Course Rates: At the request of iGO, Educational Program Services Provider may provide additional educational courses which are beyond the scope of the Services Agreement. Educational Program Services Provider will provide these tasks based on an established Time and Material rate.

III. Proposal Specifications

- iGO expects that all work will be performed in a professional manner.
- Provider will provide iGO the University Course Title at least 90 days prior to the biannual live teaching session
- Provider will provide the *curriculum vitae*, and contact information of the Instructor at least 30 days in advance of the biannual live teaching session
- Provider will provide iGO the University Course Title at least 60 days in advance of any live-stream webinar teaching session
- Provider will provide the *curriculum vitae* and contact information of the Instructor at least 15 days in advance of the biannual live teaching session
- iGO will pay for the travel and hotel expenses of the Provider’s Instructor
- All information provided in this RFP is proprietary for this purpose only.
- Information submitted will not be released without written permission from the Contact Person named herein.

- The Proposal with the lowest dollar amount will not necessarily be considered as the best proposal.
- Expenses related to the preparation and completions of a response to this RFP are the sole responsibility of the Proposer.
- Incomplete and/or late responses may not be considered.
- A pre-proposal conference call to field any questions regarding this RFP, may be scheduled at the convenience of iGO.
- All questions regarding this RFP may be submitted to

IV. Proposal Content

Each Educational Program Services Provider responding to this RFP must include the following information:

Educational Program Services Provider Name: _____

Mailing Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Country: _____

Website: _____

Primary Contact: _____

Title: _____

Mailing Address: _____

City, State, Zip/Postal Code: _____

Phone: _____

Email Address: _____

END OF REQUEST FOR PROPOSAL