



# HARDEMAN COUNTY SCHOOLS PROFESSIONAL DEVELOPMENT SUMMER 2019 – RFP TEMPLATE



- I. **PROPOSAL TITLE:**
- II. **TARGET AUDIENCE/GRADE LEVEL or SUBJECT AREA:**
- III. **SUMMER PD CATALOGUE DESCRIPTION:** (75 words or less) – Provides a quick verbal snapshot and attention grabber for prospective participants. Includes *Who, What, When, Where and Why* or “*so-what*” of your presentation. Who are you targeting and why would they be interested in participating in your presentation. This short description would be included in the T & L summer PD catalogue/website to be published prior to end of school year.
- IV. **SYNOPSIS:** Provides a detailed summary of the content that will give proposal evaluators an accurate impression for what activities/focus areas will be covered in your program. In *addition* to the summary, the synopsis should include the following parts:
  - **LEARNING OUTCOMES:** Describe the benefits to be gained by participants choosing your session.
  - **RESOURCES AND PLANNING CONSIDERATIONS:** What resources will be required in order to put the proposal into action?
  - **AGENDA-** document that provides a snapshot of the timeline and major parts of your presentation. It should be appropriate for distribution to participants at the beginning of your work-session.
  - **TRAINING EVALUATION:** Short multiple choice and/or open ended evaluation that participants will use to provide feedback on the training effectiveness. Typically, these surveys are 5-8 questions in length. If selected, the survey will be reviewed, digitized and submitted via on-line survey tool during planning sessions #1 and/or #2.
  - **OTHER\*** – support documentation that is relevant to your RFP. This is not a required part of the RFP package.

**Once you have completed Sections I through IV, please complete the follow-on page with your contact information. This page will be separated from Sections I through VII during the scoring process.**



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## PRESENTER CONTACT INFORMATION

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

### SUBMIT PROPOSALS IN EITHER:

- HARD COPY FORMAT or
- DIGITAL FORMAT

**IF SUBMITTED HARD COPY, DROP BY CENTRAL OFFICE FRONT DESK IN BROWN ENVELOPE LABELED:**

**SUMMER PD 2019  
c/o Steven Gibson  
Assistant Director for CTE/Secondary/Transportation**

**IF SUBMITTED via EMAIL, SEND TO:**

**[gibsons4@hardemancountyschools.org](mailto:gibsons4@hardemancountyschools.org)**