



National Organization for Victim
Assistance

44th Annual Training Event
Jacksonville, Florida
August 20-23, 2018

REQUEST FOR PROPOSALS

For

PROFESSIONAL TRAINING EVENT SPEAKERS

HYATT REGENCY JACKSONVILLE-RIVERFRONT

225 E. Coastline Drive
Jacksonville, Florida

<https://www.trynova.org/conferencedraft>

August 20-23, 2017

Jacksonville
Where Florida Begins
NOVA 44th Training Event

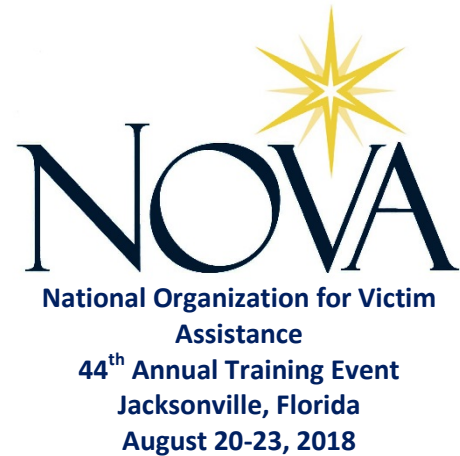


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I. Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals for professional Training Event Speakers for the upcoming 44th Annual NOVA Training Event, scheduled for August 20-23, 2018 at the Jacksonville Hyatt Riverfront in Jacksonville, Florida. Training Event Speakers must be willing to provide their services *pro bono publico* (without expectation of payment) for the good of the victim advocates, first responders, prosecutors, judges, social workers, and other allied professionals who will be in attendance at the Training Event.

II. Background

NOVA Profile

The National Organization for Victim Assistance (NOVA) is the oldest national victim advocacy group in the United States. NOVA exists to assist victims of crime, victims of mass casualties, or survivors of natural disasters to understand and normalize their reactions to abnormal situations and allow them to begin their physical, emotional, and financial recovery. The delivery of subject matter based workshops at the annual NOVA Training Event is a key element of fulfilling NOVA's mission to champion dignity and compassion for those harmed by crime and crisis.

Training Event Profile

NOVA anticipates attendance of 1600+ attendees, the majority of whom will include, but not be limited to, victims of crime, victim advocates, first responders, sexual assault and domestic violence advocates, prosecutors, judges, social workers, and other allied professionals working in both military and civilian agencies worldwide. NOVA serves as the secretariat for the Department Of Defense Sexual Assault Advocate Certification Program (D-SAACP). D-SAACP recognizes the critical support Sexual Assault Response Coordinators (SARC) and Sexual Assault Prevention and Response Victim Advocates (SAPR VAs) provide to victims of sexual assault within our military services. Traditionally, SARCs and SAPR VAs certified through D-SAACP enjoy the intellectual and multi-cultural diversity found at NOVA's Annual Training Event as they pursue their CEUs toward credentialing.

NOVA welcomes innovative RFPs on emerging trends and best practices in victim advocacy to include, but not limited to, child abuse and neglect, crisis response, domestic violence, elder abuse, human trafficking, identity theft and cyber-security, judicial and prosecutor perspectives, law enforcement based issues, matters relating to the LGBTQ and transgender communities, victim based project management, self-care, sexual harassment, sexual assault (both within the military and civilian communities), underserved populations, campus advocacy, victims' rights, and of course direct service victim assistance.

The NOVA 44th Annual Training Event will be held at the Hyatt Regency Jacksonville-Riverfront, Jacksonville, Florida. The atmosphere will be of one of excitement and empowerment in a casual environment with numerous opportunities for vital networking along with key professional development sessions. The Training Event will again make use of a variety of learning formats, including over 100 workshops and general session keynote addresses all with a focus on self-care for the professional in the field of victim advocacy.

III. General Information

1. Please address all questions about this Request for Proposals for Professional Training Event Speakers by email, no later than **3:00 p.m. (EST), Friday, February 23, 2018**, to: NOVA Training Event Coordinator: jax18@trynova.org.
2. NOVA aggressively promotes diversity in all its endeavors, and as a result, qualified persons are encouraged to submit requests for proposals to present a workshop at the Annual Training Event. NOVA does not discriminate against individuals because of race, color, religion, sex, sexual orientation, age, disability, familial status, or national origin.
3. Training Event concurrent breakout workshops are scheduled ninety-minutes (1.5 hours) in length intended for a diverse audience of as many as 200+ attendees in a workshop room. NOVA reserves the right to select proposals that, in its sole discretion, meet the planned events and theme of the Training Event as well as the criteria set forth within this RFP.
4. Completed Request for Proposals are due digitized, online **no later than 3:00 p.m. (EST), Friday, March 2, 2018 [one week after deadline in #1 above]**. Questions or difficulty in online submission of proposals should be emailed immediately to jax18@trynova.org, subject line: "Proposal for NOVA Training Event Speaker."

5. Proposals submitted by the due date will become the property of NOVA and will not be returned. Propriety or confidential information included in proposals to any RFP must be conspicuously stated in the proposal.
6. Proposals will not be opened publicly. However, all proposed speakers who submit proposals will be notified of the results of this solicitation.

IV. General Instructions and Selection Process

NOVA will evaluate the proposals received and select the professional Training Event Speakers to present at the Training Event. The proposals shall be Responsive and Responsible. A proposal is considered “Responsive” if it conforms exactly to the requirements in this Request for Proposals. A proposal is “Responsible” if the offeror has the capability, to perform fully the contract requirements of the proposal and the professional integrity and reliability that will assure good faith performance. Based on the selection criteria, offers of selection of Conference Speakers shall be at the sole discretion of NOVA.

An offeror’s proposal shall include the formal Request for Proposal, submitted online, stating your interest and ability to meet each of the SELECTION CRITERIA listed below. The proposals will be evaluated considering the following items listed in rank order of importance with corresponding potential points as shown below in addition to the basic requirements outlined above.

1. Quality, availability, and adaptability of the workshop offered in conjunction with NOVA’s desired subject matter needs for the 44th Annual Training Event.
2. If the offeror will be submitting a completed Request for Proposal Quality to present for the first time at a NOVA Annual Training Event, evaluation of requested references are key to selection.
3. Capability of the selected offeror to perform the services desired by NOVA and expected by the Training Event attendees within a specific budget (*pro bono publico*) and time constraints and provide supportive and related administrative services to implement such services.

V. Specific Proposal Instructions

Proposals for conference presenters should include the following information in writing in the same order as it appears below.

1. A fully completed and digitally submitted Request for Proposal in compliance with noted deadlines. A presenter may submit multiple Request for Proposals; please digitally submit a completed Request for Proposal for each proposed workshop.
2. Presentation / Session / Workshop Information.
 - A. Provide complete contact information for the Lead Presenter.
 - B. Provide a title for the proposed 90-minute workshop (please note the 75 **character** limit). This description will appear in promotional materials, the NOVA mobile app for attendees and/or related literature. NOVA reserves the right to revise the title and description for consistency, applicability and print or electronic space limitations.
 - C. Provide a short description of the proposed workshop for insertion to the NOVA mobile app and other related media (please note the 100-word limit).
 - D. Please list 3-4 clear and measurable learning objectives for the proposed workshop (please note the 75-character limit).

- E. It is hoped that you will be able to join us for the entire Training Event. Please check the box for those days that you are **NOT** available to present your workshop, if selected.
- F. Please indicate who the target audience would be for the workshop by checking the appropriate box(es), i.e., whether for the Beginner Victim Advocate, Advanced Victim Advocate or Program Managers. You are free to check more than one box that applies.
- G. Please check the box that indicates who the general audience would be for the workshop, whether Civilian, Military or Both.
- H. Please check the appropriate box(es) relating to the subject matter area of the proposed workshop. Please check all subject areas that you believe relate to the subject matter of your proposed workshop.
- I. If you have not presented at a NOVA Training Event prior to the present submission, please provide complete, requested reference information.
- J. Co-Presenter (if applicable): provide complete contact information for the Co-Presenter.
- K. Please note that each workshop room will be set in a classroom or theater configuration and equipped with a laptop, projector, external computer speakers (if requested), projection screen and all related cables. If selected, you will receive precise information the manner of ultimately submitting your presentation, please indicate whether you will need external speakers for the laptop.
- L. Please carefully read the Training Agreement and if you agree, please check each box.

VI. Timelines and Terms

The selected Training Event Speaker is asked to consider the following provisions:

1. In General. Like so many of us in victims programs, it is an honor and a privilege to be invited to speak at the NOVA Training Event. By sharing your expertise, you make a valuable contribution to the profession's field of knowledge and to the individual learning of our participants. If you are selected, please view this opportunity as a commitment like any other and ensure that you are able to deliver the session by securing the support of your organization and managing your workload and clients to keep this time open. We understand that things do happen and appreciate your advance notice in the event of extreme circumstances that prevent your attendance.
2. Agreement to Perform Conference Speaking Services. The dates, timelines, and terms of the Training Event speaking engagement will be outlined and confirmed in writing by NOVA to selected offerors after proposals are selected.
 - a. All presenters will be required to submit workshop materials (i.e., photo of presenter(s), bio of presenter(s) by **June 15, 2018** and participant slides by **July 1, 2018** to be shared with participants on the app.
 - b. Presenters will be asked to incorporate a wide variety of adult learning principles to promote interactive learning.
3. Pro Bono Publico. Presenters selected through this proposal process must be willing to provide their services and expertise *pro bono publico* (without expectation of payment) for the good of those in attendance who have committed themselves to providing victim services and in support of the goals and objectives of the NOVA Annual Training Event. Speakers whose proposals are accepted can expect:
 - a wide range of exposure to those attendees, and by extension to their organizations located worldwide including listings on the NOVA Annual Training Event website, the NOVA mobile app and social media;

- discounted registration to the entire conference; and
 - if not otherwise registered for the full period, the ability to participate in all Training Event activities, free of charge on the day(s) of their presentation(s);
 - guaranteed availability of one (1) room for each selected speaker to stay on-site at the Omni Homestead either the night before or the night after the session(s). The cost of the room and associated incidentals is the speaker's responsibility.
4. Non-solicitation. Marketing and sales to attendees may only be conducted in the Vendor Exhibition area if the Conference Speaker has also contracted to procure a booth. Conference presentations must not be used as a platform to promote products or services. If you are interested in procuring a Vendor's Booth, please visit our website at <https://www.trynova.org/conference>. Opportunities for sponsorships are also available.
 5. Discrimination prohibited. The selected offeror will not discriminate against any individual(s) associated with the 44th NOVA Annual Training Event on the basis of race, color, religion, sex, sexual orientation, age, disability, familial status, or national origin.