Overview

The Computer Science Teachers Association (CSTA) is seeking an experienced and qualified Contract Event Planner to manage the execution of event logistics for the Bridge to Postsecondary CS gatherings in 2023-2024.

This grant provides funding for a group of stakeholders from K-12 education, higher education, and industry to convene quarterly to delineate the issues related to postsecondary computer science and develop a set of recommendations for the future of AP Computer Science, the introductory experience at institutions of higher education, and course pathways in high school.

Organizational Information

CSTA is a membership-based organization for K-12 computer science teachers. A CSTA+ Membership gives teachers the opportunity to meet with fellow instructors at least quarterly. They become a part of an elite group that not only supports its students but also each other. CSTA offers an annual professional development conference as well as ongoing online trainings throughout the year. They are given the tools needed to transform students’ lives through technology. By empowering educators with support and resources they are better able to reach students from all backgrounds.

Grant Information

CSTA has been awarded a grant by the National Science Foundation (NSF) to hold a series of convenings to understand and provide recommendations based on how many educational forces should inform the future of AP Computer Science, the introductory experience at institutions of higher education, and course pathways in high school. Additionally, this project seeks to explore the potential of a higher education policy that promotes computer science as a general education requirement.

The project intends to address:

- Recommendations for future revisions to the AP Computer Science program (CS A and CS Principles) to increase industry relevance, increase acceptance by institutions of higher education, take into account high school standards, and reflect the capacity of the existing CS system to adapt to the changes.
- Recommendations for the content of the introductory computer science experience at institutions of higher education to take into account the varied interests, diverse
demographics, and increasing knowledge of students entering these programs. (Note: if participants and funders are interested, we could add a subgoal related to the university hiring capacity issue)

- Models of high school courses (course descriptions and outcomes) aligned to national computer science standards.
- A higher education policy recommendation regarding computer science as a general education requirement (e.g., all students, students graduating with BS degree, or particular majors - STEM).

The purpose of these convenings is to discuss and conduct research to build recommendations surrounding the future of secondary computer science education.

Scope of Work

The Contract Event Planner and CSTA will enter into an agreement through December 31, 2024 where the Contract Event Planner will conduct the following work to complete the event logistics for the grant. At this time, we are planning on 1-2 preparation convenings for ten members of the planning committee, and 3 in person convenings with up to 50 attendees at each.

- Project management
  - The Contract Event Planner will build out holistic project plans to cover all meeting logistics for the grant. Contract Event Planner will be responsible for ensuring that all deliverables are completed on time.
  - The Contract Event Planner will use CSTA's internal project management system, Asana, to manage the deliverables.
  - All such procurement activities shall be conducted in accordance with federal law, including the procurement standards promulgated at 2 C.F.R. §§ 200.317-200.327, and shall be conducted in a manner consistent with the terms and conditions of applicable awards.

- Meeting preparation
  - The Contract Event Planner will work with CSTA's leadership team and key grant stakeholders to identify meeting dates and location.
  - The Contract Event Planner will lead a formal RFP process to select all meeting vendors. They will follow CSTA's procurement policies to ensure a competitive and fair bidding process. Vendors the Contract Event Planner will be responsible for sourcing include, but are not limited to, hotel, meeting space, audio visual, food & beverage, printing, and event supplies.
  - The Contract Event Planner will use CSTA's Event Management platform, Cvent, to collect all necessary information registration information from attendees.
  - The Contract Event Planner will work with CSTA staff to coordinate the booking of attendee travel to the events. They will prepare hotel rooming lists and submit them to the hotels, ensuring CSTA does not incur any attrition charges for the meetings.
The Contract Event Planner will be responsible for distributing all pre and post event communications. This includes, but is not limited to, registration reminders, before you go logistics communication, and post event surveys.

The Contract Event Planner will collaborate with key grant stakeholders to prepare the meeting agendas and will communicate them to attendees before the event.

The Contract Event Planner will have standing check-in meetings with CSTA leadership for oversight on the project.

The Contract Event Planner will participate in regular calls with the grant planning team to ensure all event needs are met.

The Contract Event Planner will manage the printing, ordering, and shipping of all necessary event materials and supplies. They will be responsible for ensuring all items are approved to be purchased by grant funds and fall within the approved budget.

- **Traveling and managing onsite logistics for all convenings**
  - The Contract Event Planner will travel to ensure the seamless execution of event logistics for each in person meeting. This will be up to four days of travel per gathering.
  - The Contract Event Planner may need to travel to conduct venue site visits while selecting a meeting location.
  - The Contract Event Planner will be the primary point of contact for all attendees and vendors while onsite at the event. This includes, but is not limited to, hotel staff, food and beverage, audiovisual, printing and shipping, and any offsite transportation vendors.

- **Post event work**
  - The Contract Event Planner will collaborate with key grant stakeholders to ensure survey data is collected that meets grant requirements. The Contract Event Planner will build out the survey, distribute it to attendees, and provide access to the data to the grant team.
  - The Contract Event Planner will be responsible for generating a post event report after the conclusion of each meeting, including a budget review, a summary of the meeting, and survey results.
  - The Contract Event Planner will be responsible for all post event budget tracking and reconciliation, and ensuring the CSTA finance team has all the documentation needed for grant expenses.
  - The Contract Event Planner will work closely with CSTA's Marketing and Communications Lead and key grant stakeholders to generate a final report outlining the research results of the project. The grant team will write the report, and the Contract Event Planner will work with the Marketing and Communications Lead to select a designer, manage the project, and ensure deadlines and deliverables are met for publishing the post-grant report.
• Budget management
  ○ The Contract Event Planner will be responsible for ensuring the project comes in under budget and is tracked properly.

Expenses
In addition to payment of fees agreed upon by CSTA and the Contract Event Planner, CSTA will cover the costs of travel expenses occurred, in accordance with our travel and expense policy, including:
  ● Travel, including ground transportation to and from the airport when flights are required
  ● Hotel room and tax
  ● Per diem ($60 per day max, in accordance with CSTA's policies)

A full copy of the policy will be provided before signing of a statement of work.

RFP Format
Proposals are due no later than July 21, 2023 at 12:00 PM CT. Please send your proposal directly to Michelle Burton, CMP, Director of Program Operations at CSTA. In it, please include:
  ● Information on your background, including experience working on similar projects
  ● Why you should be selected as the Contract Event Planner
  ● A summary of your fees for the services outlined in the scope of work
  ● Three references, including contact information, of individuals who can speak to your work on similar projects
  ● Any other information you think is relevant to the selection process

Evaluation Process and Decision Timeline
CSTA's Director of Program Operations will review all submissions and make a recommendation to the grant team on the Contract Event Planner. A short interview may be required. We hope to select an Contract Event Planner by July 28, 2023 and work to start the week of August 8, 2023.

Questions
Questions about this RFP should be directed to Michelle Burton, CMP, Director of Program Operations by email: michelle.burton@csteachers.org. Phone calls will not be accepted. All questions and CSTA answers will be made available to all potential Contract Event Planners, upon written request.