

MINNESOTA NIGP PRESENTS...



Developing and Managing RFP's
Date: October 27-29, 2010
Location: Metro Airports Commission
6040 28th Ave South, Minneapolis MN

Contact Hours: 24 hours
UPPCC Re-Certification Points: 3

Instructor: Mr. Ronald L. King, CPPO, VCO, CPPB

Objectives:

Upon successful completion of this course participants will be able to:

- Describe the RFP planning and development process
- Describe RFP team roles and responsibilities
- Identify and describe the different types of evaluation methodologies and their associated application
- Describe proposal handling processes
- Define and describe the concept of the RFP negotiation process
- Identify and describe how to manage post award issues in accordance with the commonly accepted practices of the profession.

Course Outline:

The following is an outline of the material that will be covered in this three-day course. Practical examples, group exercises and case studies will be utilized during the entire course.

Day One

- Pre-test
- Planning for the RFP – Part One
- RFP Document Development

Day Two

- RFP Document Development – Part Two
- Handling Procedures
- Evaluation Process and Methodology

Day Three

- Negotiations
- Terms and Conditions
- Completing the Process
- Review
- Post Test

This outline may be modified slightly at the course instructor's discretion.

Registration Fee: (New 2010 Fees)

Register 60 or more days prior: NIGP members pay \$335; Non-members pay \$475

Register 59-30 days prior: NIGP members pay \$360; Non-members \$500

Register 14-29 days prior: NIGP members pay \$410; Non-members \$550.

To Register Visit: www.nigp.org **Download Registration Form** from the NIGP Seminar Schedule and Fax Registration to 703.736.9639 Attn: Patrice Freeman.

To Register Online please go to the NIGP Seminar Schedule and find your seminar. Click the register here link. At the end of the registration process you will be asked for a credit card or P.O., so please have your information ready.

MN NIGP Seminar Coordinator: Bev Rausch, CPPB; Phone: 952-563-8795
or email: brausch@ci.bloomington.mn.us

For questions regarding registration, please contact Patrice Freeman at the NIGP national office, email: registrationinfo@nigp.org or call: 1.800.367.6447 ext. 276.