


DR. ROBERT M. SMITH  
INTERIM EXECUTIVE DIRECTOR



BILL LEE  
GOVERNOR

State of Tennessee  
**Tennessee Higher Education Commission**  
**Tennessee Student Assistance Corporation**  
9<sup>th</sup> Floor, 312 Rosa L. Parks Avenue  
Nashville, TN 37243  
(615) 741-3605

**TO:** Chancellors and Presidents  
Tennessee Higher Education Institutions

**FROM:** Dr. Bob Smith, Interim Executive Director 

**DATE:** February 17, 2023

**SUBJECT:** Veterans Reconnect Conference:  
Prior Learning Assessments for Student Veterans; Request for Proposals

---

The Tennessee Higher Education Commission (THEC) is pleased to announce a request for proposals to host the annual Veteran Reconnect Conference. This year's conference will focus on the prior learning assessment (PLA) of military experience and the translation of that experience into academic credit. Eligible institutions are those designated as a [VETS Campus](#). However, other public and private, not-for-profit higher education institutions in Tennessee may join with these institutions to provide additional support. THEC will provide grant funds of up to \$100,000 to implement a two-day conference with a focus on PLA for student veterans.

If your institution is interested in submitting a proposal, please refer to the attached Request for Proposal which outlines grant requirements. Several important dates for submission are listed below.

**Important Dates:**

Veteran Reconnect Conference RFP Webinar: **February 24, 2023, at 10:00 AM (CST)**

[https://stateoftennessee.formstack.com/forms/vrg23conference\\_webinar\\_rsvp](https://stateoftennessee.formstack.com/forms/vrg23conference_webinar_rsvp)

Notice of Intent Due: **March 1, 2023**

[https://stateoftennessee.formstack.com/forms/vrg\\_conference23\\_loi](https://stateoftennessee.formstack.com/forms/vrg_conference23_loi)

Proposal Submission Due: **April 5, 2023**

[https://stateoftennessee.formstack.com/forms/vrg23conference\\_submitproposal](https://stateoftennessee.formstack.com/forms/vrg23conference_submitproposal)

Please contact [Gregg.Crawford@tn.gov](mailto:Gregg.Crawford@tn.gov) with any questions.

cc: Dr. Julie A. Roberts, THEC, Chief Academic Officer  
Gregg Crawford, THEC, Director of Veterans Transition and Outreach



## **Veteran Reconnect Conference:**

**Prior Learning Assessments  
for Student Veterans**

**TENNESSEE HIGHER EDUCATION COMMISSION**

**REQUEST FOR PROPOSALS**

**and**

**GUIDELINES FOR SUBMISSION**

**LETTER OF INTENT TO SUBMIT DUE**

**March 1, 2023**

**FINAL PROPOSALS DUE**

**April 5, 2023**

## *Table of Contents*

---

### *Request for Proposals*

<b>I. General Information</b> .....	<b>3</b>
A. Purpose Statement .....	3
B. Veteran Reconnect Grant .....	4
C. Technical Assistance.....	4
D. Grant Award Amounts and Eligibility .....	4
E. Conference Requirements and Recommendations .....	5
<b>II. Grant Criteria</b> .....	<b>5</b>
<b>III. Application Requirements</b> .....	<b>6</b>
A. Proposal Components .....	6
B. Letter of Intent.....	6
C. Proposal Submission.....	6
D. Timeline .....	6
<b>IV. Proposal Format and Scoring</b> .....	<b>7</b>
Section 1: Conference Details (70 percent of overall score) .....	7
Section 2: Budget and Budget Narrative (30 percent of overall score).....	8
<b>V. Legal Information</b> .....	<b>8</b>
A. Proposal Review and Award Process.....	8
B. Title VI Compliance.....	9
C. Funding .....	9
<b>Appendix A: Cover Sheet</b> .....	<b>10</b>
<b>Appendix B: Budget</b> .....	<b>11</b>
<b>Appendix C: Scoring Rubric</b> .....	<b>15</b>

## ***I. General Information***

### **A. Purpose Statement**

Tennessee's Drive to 55 deadline is fast approaching. Relying on traditional students graduating from high school to meet Tennessee's goal of 55 percent of its citizens with a postsecondary credential by the year 2025 is not sufficient. Adult learners, including student veterans, will help bring Tennessee closer to accomplishing this goal and can be augmented through the recognition and translation of military experience into college credit. There are an estimated 140,000 veterans in Tennessee with no college credit, and another 144,000 veterans in Tennessee with some college credit or an associate degree.<sup>1</sup> Of this number, only 9,500 student veterans are currently enrolled at Tennessee's colleges and universities.

One strategy to award college credit for military experience is through the Prior Learning Assessment (PLA) process. Student veterans bring years of experience and a wealth of knowledge into the classroom. While each branch of the United States Armed Forces codes and categorizes an array of more than 800 occupations differently, these career fields can range from operations; maintenance and logistics; support; medical and dental; financial; construction; to law enforcement and investigations; and much more. The U.S. Department of Defense also estimates that 60 percent of the military is at the specialist or mid-career enlisted ranks.<sup>2</sup> These potential student veterans are required to have a high school diploma or equivalent and generally have four to 10 years' worth of career experience and are often frontline supervisors with leadership training.

Awarding college credit for earned military experience provides an avenue for student veterans to take an accelerated path through college. The promotion and inclusion of PLA for student veterans can also help inform them on which programs or institutions to choose. To expand and better understand prior learning assessments, the Tennessee Higher Education Commission (THEC) is requesting proposals from designated Tennessee Veterans Education Transition Support (VETS) Campuses to host a conference focused on PLA. The goal is to create a forum for campus leadership, faculty, and staff, who work with student veterans, to share knowledge and best practices around awarding college credit for military experience.

---

<sup>1</sup> American Community Survey (2021). 1 yr. estimates. Public Use Microdata.

<sup>2</sup> Defense Manpower Data Center (2017) Active-duty report. U.S. Department of Defense.

## B. Veteran Reconnect Grant

The Veteran Reconnect Grant (VRG) is a competitive grant for Tennessee's public and private non-profit higher education institutions that provides additional funding for the programmatic support of military-affiliated students in Tennessee. In both 2017 and 2018, the focus of the VRG was to develop and sustain a standardized PLA process for colleges and universities to evaluate military credits for the top 25 military occupational or career specialties. During this time, the Tennessee Higher Education Commission (THEC) also developed a student-facing portal called the Servicemember Opportunity Portal (TN-SOP) that gives student veterans an easy, clear online platform that maps out prior learning credit opportunities available. To build on those PLA initiatives and update the TN-SOP, a convening of Tennessee's higher education institutions must take place.

THEC is issuing a competitive Request for Proposals (RFP) to all Tennessee Veterans Education Transition Support (VETS) Campuses to establish a Veteran Reconnect Conference focused on prior learning credit evaluations. The primary host for this conference will be the [VETS designated campus](#); however other public and private, not-for-profit higher education institutions in Tennessee may join with these institutions to provide additional support. This grant builds on efforts initiated by the Tennessee General Assembly, demonstrating that student veterans are a priority in Tennessee.

The successful grantee will use grant funds to plan and host a two-day conference that will provide information and professional development regarding PLA creation and implementation to school leadership, faculty, and staff from public and private, not-for-profit higher education institutions in Tennessee. Proposals for this grant, at a minimum, must include a detailed description of the proposed conference itinerary of events and sessions, personnel involved with event, event planning, logistics, marketing, a proposed budget, and a final conference evaluation plan.

## C. Technical Assistance

THEC will provide technical assistance in the form of consultation with successful grant awardees. THEC will aid in facilitation of securing session speakers, as necessary. **Approval of the final itinerary must be coordinated with THEC.**

## D. Grant Award Amounts and Eligibility

The 2023 Veteran Reconnect Conference Grant will award up to \$100,000 for one (1) selected institution. The grant period begins May 1, 2023, and ends December 31, 2023, in anticipation of planning, implementation, and close-out of conference occurring within that time. The scheduling of the conference should maximize attendance by leadership, faculty, and staff while also minimizing interruption of student learning. Primary applicants for this grant must

be an approved Tennessee VETS Campus. VETS campuses may collaborate with other public or private not-for-profit higher education institutions within the state of Tennessee to compete for the grant contract. If two (2) or more institutions combine to create a proposal, **one (1) of the campuses is required to be the fiscal agent for the grant budget. The proposal must clearly indicate the fiscal agent institution.**

Examples of eligible uses of funds include, but are not limited to, costs for hosting meetings in preparation of the event, hiring event planners or temporary personnel to organize conference, marketing to higher education institutions within the state, facility and equipment rentals, catering, and hotel and travel costs for presenters and conference attendees. **Do not negotiate or create any contracts with outside agencies until the final grant is awarded and contract is approved/executed or before the start date of the approved/executed contract.** Budgeted costs must meet the overall intent of the grant.

## **E. Conference Requirements and Recommendations**

Grantee will be required to incorporate the following ideas.

### Required Presentations:

- American Council on Education's Military Guide Updates and Training
- Use and promotion of the Servicemember Opportunity Portal

Grant awardee can incorporate additional presentations beyond the required presentations but must seek THEC approval. Additional presentations must remain focused on enhancing prior learning assessment policies and procedures. Examples include the successes and challenges of the PLA process within the grantee's institution or from external colleges and universities with PLA initiatives funded by past VRGs.

## **II. Grant Criteria**

Grantees will complete the following deliverables:

- a. Grantees will develop, plan, and implement a comprehensive conference focusing on the evaluation of military service into college credit within the state of Tennessee.
- b. Grantees will ensure conference sessions are inclusive of community colleges, TCATs, and Universities from the public and non-profit private sectors.
- c. Grantees will ensure sessions are inclusive of administrators, faculty, and staff, along with higher education governing and coordinating bodies.
- d. Grantees will organize personnel, event planning and scheduling, logistics, marketing, and other functions to implement the conference.
- e. Approval of the final itinerary must be coordinated with THEC.

### III. Application Requirements

#### A. Proposal Components

Applicants should submit the following items as part of the application:

- **Cover Sheet** (Appendix A)
  - Applicants must complete the cover page and include all required signatures. Applicants must designate a primary contact;
  - Applicants should identify the contact(s) by listing first and last name, title and contact information on the cover page
- **Proposal** (all components as defined on pages 7-8)
- **Budget** (Appendix B)
- **Font:** 11-point, Black, Calibri or Times New Roman font, 1.5 spacing, 1-in. margins.

*NOTE: The narrative portion of the proposal should be limited to 10 pages. This does not include the cover page, project abstract, budget template, and appended lists.*

#### B. Letter of Intent

A Letter of Intent to submit proposals for this grant is due through Formstack. The Formstack link will have a deadline of **March 1, 2023**.

**Letter of Intent:** [https://stateofennessee.formstack.com/forms/vrg\\_conference23\\_loi](https://stateofennessee.formstack.com/forms/vrg_conference23_loi)

#### C. Proposal Submission

Final proposals shall be submitted, including all components described in this RFP no later than **April 5, 2023** through the Formstack link below:

[https://stateofennessee.formstack.com/forms/vrg23conference\\_submitproposal](https://stateofennessee.formstack.com/forms/vrg23conference_submitproposal)

#### D. Timeline

Date	Activity
February 17, 2023	Release of Request for Proposals
February 24, 2023	Webinar for interested applicants at 10:00AM CST
March 1, 2023	Letter of Intent to Submit Due
April 5, 2023	Final Proposals Due
May 1, 2023	Award Announcement
May - June 2023	Contract Processing
July 15, 2023	Projects Commence

## ***IV. Proposal Format and Scoring***

For consistency in scoring proposals, each section and subsection will be allocated up to four (4) points when scoring. After scoring is completed, each section is then weighted by percentages to create a total of 100 available percentage points. A webinar is scheduled for February 24, 2023, at 10:00AM CST. **Registration is available at:** [https://stateoftennessee.formstack.com/forms/vrg23conference\\_webinar\\_rsvp](https://stateoftennessee.formstack.com/forms/vrg23conference_webinar_rsvp)

### **Section 1: Conference Details (70 percent of overall score)**

**1.0 Introduction/Abstract:** Under the subheading “Introduction”, describe an overview of the conference to include the proposed name, physical address/location of event, date(s) of event, anticipated number of attendees, and focus of the event. **(5 percent).**

**1.1 Personnel:** Provide a list of proposed personnel/positions, teams, event planners, or agencies involved with organizing the event, including a description of all duties and timeframes of involvement for each person or group. The list should consider stages such as planning, designing, implementation, closeout (financial and/or reconciliation), and final evaluation and report of conference **(10 percent).**

**1.2 Event Planning:** In detail, provide descriptions for proposed sessions (include required sessions), speakers, format (e.g., presenter(s), panel discussion, fishbowl, etc.), audience engagement strategies, and timeframe of the sessions and events. Describe plans for coordinating and communicating with presenters for event. After contract approval, Grantee will have the opportunity to alter items within this section from the original proposal if needed and with prior approval from THEC **(15 percent)**

**1.3 Logistics:** Describe the anticipated logistics for this event. This section should address all logistical items that will be budgeted for this event. This section will list additional personnel involved with organizing the event such as hiring professional event planners or temporary personnel hired for developing and implementing the event. Include the anticipated location of the event, including a specific building if available. List the number of rooms needed for sessions, along with the additional rooms for administration or meals if different from the session rooms. Consider other logistics in preparation for the event such as meals, lodging and travel for presenters and attendees, printing, giveaways, honorariums for speakers, audio/visual equipment and other technology, or any additional equipment or items necessary for implementing the conference. *Grantee Institution is responsible for tracking per diem, lodging, and travel, etc. of attendees, which will be limited to state rates.* Describe any anticipated contracts needed by the institution for items such as for lodging, event planners, or agencies providing equipment. ***Do not negotiate or create any contracts with outside agencies until final grant is awarded and contract is approved/executed.*** **(15 percent).**



**1.4 Implementation Schedule:** Provide a schedule of planning events, development of the conference, and implementation from initiation of possible awarded contract to follow-up and evaluation following the conference. Integrate marketing into the schedule ensuring administrators, faculty, and staff, have sufficient time to plan for event. **(10 percent)**

**1.5 Marketing:** Describe the marketing plan for outreach to all public and private, not-for-profit colleges in Tennessee targeting higher education institution leadership, faculty, and staff. Marketing should include a sign-up website to track responses, lodging, and any costs attendees would incur associated with attending the conference. **(15 percent).**

## **Section 2: Budget and Budget Narrative (30 percent of overall score)**

**2.0 Budget Narrative:** In narrative format, describe the plan to use awarded funds to address the development and management of this project. Provide specific narrative for each area under personnel, event planning, logistics, marketing, and if necessary, indirect costs up to 8 percent. Each item area will be associated with a budget line-item to create a final proposed budget. **(15 percent) (See Appendix B for more details)**

**2.1 Budget:** Complete the budget template provided in Appendix B and all appropriate expanded line-item details. Be sure to use both the budget summary and budget line-item detail sheets provided. Attach the budget to your proposal in the order described on p. 8, directly after the budget narrative **(15 percent). (See Appendix B for more details)**

## ***V. Legal Information***

### **A. Proposal Review and Award Process**

All projects will be scored against a standard rubric (Appendix C) and awarded on a competitive basis. A review committee will be assembled to evaluate all proposals and make recommendations. Project proposals will be distributed to the review committee upon closure of the proposal submission period. After scoring, the highest-ranking proposal score will be recommended for funding. The committee will also recommend any required conditions for this funding. Each institution will have the opportunity to accept these conditions before the committee makes the final decision.

## **B. Title VI Compliance**

The Tennessee Higher Education Commission operates all programs and activities free from discrimination on the basis of sex, color, race, religion, national origin, age, marital status, pregnancy, or disability. For information on alternative formats available for this and other department publications, please contact the Department ADA Coordinator at 615-741-7571.

Any person who believes he/she has been discriminated against should write to:

Shauna Jennings  
Deputy General Counsel  
Tennessee Higher Education Commission  
312 Rosa Parks Ave, 9<sup>th</sup> Floor  
Nashville, TN 37243-0830

## **C. Funding**

This RFP is subject to the appropriation and availability of State funds. In the event that the funds are not appropriated or are otherwise unavailable, THEC reserves the right to terminate this RFP upon written notice to the applicants.

THEC reserves the right to fund a proposal in full or in part, to request additional information to assist in the review process, to reject any of the proposals responding to the RFP and to re-issue the RFP and accept new proposals if THEC determines that doing so is in the best interest of the state of Tennessee.

All costs incurred in preparation of a proposal shall be borne by the applicant. Proposal preparation costs are not recoverable from grant funds.

THEC reserves the right to withhold funding if at any point the program is not adhering to the requirements of the state-funded program, applicable laws and regulations, stated results and outcomes, or the goals and objectives declared in this RFP. THEC staff reserve the right to attend any training or project activity to ensure the fidelity of this program.

**NAME OF INSTITUTION**

# **Veterans Reconnect Conference**

## **Prior Learning Assessments for Student Veterans**

Project Director Name, Title

Mailing Address

Project Director's Telephone

Project Director's E-mail Address

Proposed conference Date:

\_\_\_\_\_

Funding amount requested:

\$ \_\_\_\_\_

---

**President or Approval Authority of  
Higher Education Institution**

---

**Project Director**

## Appendix B: Budget

GRANT BUDGET				
Veteran Reconnect Conference Grant				
The grant budget line-item amounts below shall be applicable only to expenses incurred during the following				
Applicable Period: BEGIN: July 1, 2023 END: December 31, 2023				
Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	\$0.00	\$0.00	\$0.00
11. 12	Travel, Conferences & Meetings	\$0.00	\$0.00	\$0.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance to Individuals	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost	\$0.00	\$0.00	\$0.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	\$0.00	\$0.00	\$0.00

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: [www.state.tn.us/finance/act/documents/policy3.pdf](http://www.state.tn.us/finance/act/documents/policy3.pdf)).

<sup>2</sup> Applicable detail follows this page if line-item is funded.

## Appendix B – Budget (cont.)

**GRANT BUDGET LINE-ITEM DETAIL (Add Lines as Needed):**

<b>SALARIES, BENEFITS &amp; TAXES</b>	<b>AMOUNT</b>
Specific, Descriptive, Detail (Repeat Row as Necessary)	Amount
	Amount
<b>TOTAL</b>	<b>Amount</b>

<b>PROFESSIONAL FEE, GRANT &amp; AWARD<sup>2</sup></b>	<b>AMOUNT</b>
Specific, Descriptive, Detail (Repeat Row as Necessary)	Amount
	Amount
<b>TOTAL</b>	<b>Amount</b>

<b>SUPPLIES, TELEPHONE, POSTAGE &amp; SHIPPING, OCCUPANCY, EQUIPMENT RENTAL &amp; MAINTENANCE, PRINTING &amp; PUBLICATIONS</b>	<b>AMOUNT</b>
Specific, Descriptive, Detail (Repeat Row as Necessary)	Amount
	Amount
<b>TOTAL</b>	<b>Amount</b>

<b>OTHER NON-PERSONNEL<sup>2</sup></b>	<b>AMOUNT</b>
Specific, Descriptive, Detail (Repeat Row as Necessary)	Amount
	Amount
<b>TOTAL</b>	<b>Amount</b>

**Appendix B – BUDGET (cont.)**

**GRANT BUDGET LINE-ITEM DETAIL**

---

**Line 1 Salaries and Wages**

---

On this line, enter compensation, fees, salaries, and wages paid to grant program staff.

**Line 2 Employee Benefits & Payroll Taxes**

---

Enter (a) the organization's contributions to pension plans and programs such as health, life, and disability insurance; and (b) the organization's portion of payroll taxes such as social security and Medicare taxes and unemployment and workers' compensation insurance.

**Line 4 Professional Fees**

---

Enter the organization's fees to outside professionals, consultants, part-time staff, and personal-service contractors. *(A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.)*

**Line 5 Supplies**

---

Enter the organization's expenses for office supplies.

**Line 6 Telephone**

---

Enter the organization's expenses for telephone, cellular phones, beepers, telegram, FAX, E-mail, telephone equipment maintenance and other related expenses.

**Line 7 Postage and Shipping**

---

Enter the organization's expenses for postage, messenger services, overnight delivery, and outside mailing service fees.

**Line 8 Occupancy**

---

Not applicable.

**Line 9 Equipment Rental and Maintenance**

---

Enter the organization's expenses for renting and maintaining computers, copiers, postage meters, other office equipment and other equipment, except for telephone, truck, and automobile expenses.

**Line 10 Printing and Publications**

---

Enter the organization's expenses for producing printed materials, purchasing books and publications for the direct use of the organization. (Printed materials in support of conferences and meetings should be reported on Line 12, and printed materials and books purchased specifically for individuals should be reported on Line 15.)

**Line 11 Travel**

---

Enter the organization's expenses for faculty and staff travel, including transportation, meals, lodging, and per diem payments.

---

**Line 12 Conferences and Meetings**

---

Enter the organization's expenses for conducting or attending meetings and/or conferences.

---

**Line 13 Interest**

---

Not Applicable.

---

**Line 14 Insurance**

---

Not Applicable.

---

**Line 15 Grants and Awards**

Enter the organization's awards, grants, subsidies, and other pass-through expenditures to individuals and to other organizations, including travel, transportation, meals and lodging, stipend payments and equipment allowances. *(A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.)*

---

**Line 16 Specific Assistance to Individuals**

---

Not Applicable.

---

**Line 17 Depreciation**

---

Not Applicable.

---

**Line 18 Other Non-personnel Expenses**

---

NOTE: Expenses reportable on lines 1 through 17 should not be reported in an additional expense category on line 18. Enter the organization's allowable expenses for advertising, promotions, and recruiting. Include the organization's and employees' membership dues in associations and professional organizations. Include testing fees for software licenses, testing, permits, registrations, etc. *(A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.)*

---

**Line 20 Reimbursable Capital Purchases**

---

Enter the organization's purchases of fixed assets and other purchases with a minimum life expectancy of one year. *(A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.)*

---

**Line 22 Administrative Expenses (Indirect Cost)**

---

This amount is intended to cover costs associated with administrative functions including providing the required project reports, financial information, and information to support project evaluation.

---

**Line 24 In-Kind Expenses/ Grantee Match**

---

In-Kind Expenses is for grantee reporting of the value of contributed resources applied to the program not specifically expressed Grant Budget.

---

**Line 25 Total Expenses**

---

The sum of all grant expenses goes on this line.

## Appendix C: Scoring Rubric

Score each item with 0, 1, 2, 3, or 4; general descriptions of 0, 2, and 4 rubrics provided

	<b>Exemplary (4 pts)</b>	<b>Adequate (2 pts)</b>	<b>Inadequate (0 pts)</b>	<b>Score</b>	<b>Weight</b>
<b>Section 1.0: Introduction/Abstract</b>	Provides clear overview of the conference; includes name, location, and proposed date(s) of event	Provides brief overview of conference; missing details	Introduction either missing, misleading, or inadequate		5%
<b>Section 1.1: Personnel</b>	Provides a clear list of personnel/job positions, or agencies involved in the organization of event; includes clear description of duties and timeframes of duties; listed and detailed functions during stages such as planning, designing, implementation, and closeout/final evaluation of conference	A somewhat complete list of personnel/job positions, or agencies involved in the organization of event; details may be vague or limited for a successful event; details need to be asked if proposal is to be accepted	An incomplete description of personnel involved with organization of event; not enough detail to justify acceptance of personnel responsibilities		10%
<b>Section 1.2: Event Planning</b>	Provides a clear description of event to include required and additional sessions, descriptions of format and audience engagement strategies; includes timeframe of each session; includes communication/coordination with speakers; description adequately covers details for a successful event	Provides a description of the event to include some or all the required sessions at the event, and additional speakers, and timeframe of event. May require more details before accepting	Does not provide a clear enough description of event. Would require much more detail to accept the description.		15%



	<b>Exemplary (4 pts)</b>	<b>Adequate (2 pts)</b>	<b>Inadequate (0 pts)</b>	<b>Score</b>	<b>Weight</b>
<b>Section 1.3: Logistics</b>	Provides a comprehensive and realistic initial list of items or services as described in section 1.3 of RFP and other logistics to successfully implement the conference; event location is designated along with technology for events; includes plans for lodging, travel, & meals for speakers & attendees; contracts with other agencies are anticipated *	Provides an initial list of logistics to accomplish the conference and may require more details to flesh out the event planning; includes sufficient consideration of event logistics; may need additional inputs before finalized	Does not address the needed logistics to successfully implement the event		15%
<b>Section 1.4: Implementation schedule</b>	Schedule is detailed from planning stage through to follow on evaluation and final payments of invoices; Marketing is carefully integrated into event to ensure ample time for administrators, faculty, and staff to plan for event	Schedule is sufficient, from planning to evaluation and final payments; marketing is integrated; may require additional details	Insufficient or missing schedule		10%
<b>Section 1.5: Marketing</b>	Marketing plan is comprehensive to reach out to each public and private not-for-profit higher education institution at a minimum in Tennessee; plans in place to create a website for attendees to sign-up for conference including information on lodging and other costs for attendees	Marketing plan creates outreach to public and private not-for-profit higher education institutions; limited details on outreach plan; website plan is adequate; may require more details	Marketing plan is insufficient or missing essential details		15%

\* Do not negotiate or create any contracts with outside agencies until final grant is awarded and contract is approved/executed

	<b>Exemplary (4 pts)</b>	<b>Adequate (2 pts)</b>	<b>Inadequate (0 pts)</b>	<b>Score</b>	<b>Weight</b>
<b>Section 2.0: Budget Narrative</b>	Budget narrative clearly links budget to each of the conference details; cost estimates are well researched; overall budget estimates are reasonable and within range of estimated actual costs	Budget narrative reasonably links budget to conference details; cost is estimated and within range of expectations; overall budget is within range of estimated actual costs	Budget narrative was not well thought out and/or does not relate to conference details; budget amounts are rounded up and evident of guessing		15%
<b>Section 2.1: Budget</b>	Budget is well researched and matches budget narrative and estimated costs for implementation of conference	Budget meets anticipated costs for implementation of conference	Budget is not well thought out and/or does not meet needs for implementing conference		15%

<b>Section</b>	<b>Proposal Score</b>	<b>Weighted Score</b>	<b>Overall Comments</b>
<b>1.0</b>			
<b>1.1</b>			
<b>1.2</b>			
<b>1.3</b>			
<b>1.4</b>			
<b>1.5</b>			
<b>2.0</b>			
<b>2.1</b>			
<b>Overall Score</b>			

**Institution:** \_\_\_\_\_

**Reviewer Name:** \_\_\_\_\_

**Reviewer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_