

## RFP Summary



Thank you for your interest in presenting an education session at the 2020 National CSFP Conference. We are looking forward to the collaboration and education that each conference brings!

Below you will find steps for submitting your proposal.

## Step 1: Review the RFP Rules

### Proposals

- NCSFPA members and non-members are eligible to submit education session proposals.
- Proposals must be submitted using the link found on page 2.
- Proposals/sessions should be brand and vendor neutral. Submissions promoting specific product brands, services or technologies will not be considered.
- All speakers must submit any printed materials or powerpoints/presentations they will be using when presenting.
- The NCSFPA board reserves the right to combine similar proposals, request format modifications, change titles and descriptions or add speakers as necessary. You will be notified if there are any changes requested and given the opportunity to modify your proposal.
- Sessions can be scheduled at any time during the conference, depending on open time slots.
- **Travel expenses and/or fees are not reimbursed** for session speakers.



All proposals will be reviewed and evaluated by the NCSFPA Presenter Sub-Committee as well as the NCSFPA Board Members.

## Step 2: Consider the Leading Topics of Interest

The following topics have been identified by the CSFP subcommittee as those most in demand by conference attendees. Proposals that most closely match these topics will have the best chance of being selected.

- Best Practices of CSFP
- Nutrition
- Legislation, Advocacy, Storytelling
- Ordering and Inventory Management
- Going Paperless
- Management and Outreach
- Funding and Cost Efficiency
- Operations and Client-Choice
- Self-Declaration & Time Management
- Serving Unique Populations

## Step 3: Understand the Audience



The National CSFP Conference audience is diverse. Among the attendees, remember there are stakeholders from all 50 states, as well as additional regions, territories, and tribes.

Attendees represent state and local agencies

Some of these attendees will have large caseloads, some small, some urban, and some rural.

Attempting to develop a proposal that might be appropriate for “all” is difficult—if you intend to focus on a particular audience or segment, please indicate that in your proposal.

## Step 4: Develop and Submit Your Proposal



Click to open the [RFP Template](#) and outline your proposal. Be clear about what you need to present, and make sure your objectives are clear.

## After You Submit



Below is the timeline for review and selection of proposals. You will be notified of your proposal's status in April.

### Proposal Selection Timeline

January 13, 2020	Proposal process opens
February 29, 2020	Proposal process closes
March 2020	Proposals go through evaluation
April 2020	Speakers and submitters are informed of their proposal status via e-mail
June 1-3, 2020	National Commodity Supplemental Food Program Conference, Memphis, Tennessee

## Questions?



For more information or answers to your questions, please email Nicole Cook at [ncook@clevelandfoodbank.org](mailto:ncook@clevelandfoodbank.org)

For more information about the conference, please visit <http://www.ncsfpa.org/conferences-training/>.