



Central Connecticut State University

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Purchasing Department

CCSU Request for Proposal #2020-12

CCSU is seeking a qualified individual to plan, organize and facilitate a World Café event at CCSU, date to be determined (anticipated to be held in late January or February 2020). The successful candidate will be certified as a training facilitator and have extensive experience working with higher education institutions.

Responsibilities shall include –

Planning and Preparation: identify and order all materials needed to create the desired World Café environment, work with appropriate CCSU staff to understand goals and develop questions for the event, and create/provide slides, invitations, and other materials to be used at the event.

Facilitating the World Café Event: set up on the morning of the event, facilitate 2 sessions (one morning, one afternoon) centered around the questions developed during the planning/preparation stage, and break down (collection of materials)

Reporting: hold a review meeting with CCSU staff and deliver a final report identifying key ideas discussed at the event.

Replies from interested parties shall include the following information –

1. Resume indicating certifications, experience and qualifications related to the requirements of this RFQ
2. List of three references of clients for whom you provided similar services (include contact information)
3. Proposed approach to create a successful, energetic, collaborative event
4. Fee

Send questions to brodeur@ccsu.edu no later than January 7, 2020

Response due date January 14, 2020 at 3:00 PM

Response may be sent via email to brodeur@ccsu.edu with the subject line “Bid Number 2020-12”
If you do not receive a confirmation email response please call 860-832-2531

Thomas Brodeur, C.P.M.
Central Connecticut State University Purchasing Dept
PO Box 4010
New Britain CT 06050-4010

