Alabama Department of Education  
Request for Proposal  
AETC Site Location 2012  
Site Location

For: Alabama Educational Technology Conference (AETC) Site Location  
Contract Length: One (1) Year with one (1) Year option to renew

School System’s Name and Address:  
Contact Name, Address, and Email:

<table>
<thead>
<tr>
<th>Phone:</th>
<th>FAX:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Response**

<table>
<thead>
<tr>
<th>Year</th>
<th>Criteria:</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 11-15, 2012*</td>
<td>1. An assurance letter from the system Superintendent of Education. (Must be attached)</td>
</tr>
<tr>
<td></td>
<td>2. An assurance letter from the principal of proposed facility. (Must be attached)</td>
</tr>
<tr>
<td></td>
<td>3. An assurance letter from the system technology coordinator. (Must be attached)</td>
</tr>
<tr>
<td></td>
<td>4. All questions filled out completely.</td>
</tr>
<tr>
<td></td>
<td>6. Copy of school insurance policy for liability purposes.</td>
</tr>
</tbody>
</table>

*The Alabama Department of Education must have the option of renewing the resulting proposal for AETC 2013.

**RETURN SEALED PROPOSALS TO:**

**Regular Mail**  
Alabama Department of Education  
5351 Gordon Persons Building  
P.O. Box 302101  
Montgomery, AL 36130-2101

**Courier**  
Alabama Department of Education  
Technology Initiatives  
50 N. Ripley Street  
5351 Gordon Persons Building  
Montgomery, AL 36104-3833

**SIGNATURE AND NOTARIZATION REQUIRED**

I HAVE READ THE ENTIRE RFP AND AGREE TO FURNISH THE SITE LOCATION DESCRIBED WITHIN THIS RFP DOCUMENT.

Fein or Social Security Number  
Authorized Signature (INK)

Company Name  
Type/Print Authorized Signature

Mail Address  
Title

___ Day of ____________________

City/State/Zip  
Toll Free Number

Notary Public  
Phone Including Area Code  
Fax Number

AETC 2012
The Alabama Educational Technology Conference (AETC) -- a conference sponsored annually by the Alabama Department of Education -- is seeking a school location where the annual conference can be held.

Please fill out all questions completely to the best of your knowledge.

1. What are the site’s technology specifications?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

2. What equipment would AETC be able to utilize while on site? Describe.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

3. What are the site’s technology limitations?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

4. Does your system/school have network restrictions? If possible, what notice would be required in order to have additional software loaded or sites opened?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
5. How many classrooms would be available for concurrent/hands-on sessions?

6. Describe the physical spaces that will be used.

7. What areas would be available for the vendor floor(s)? Sessions? Dimensions? (You may attach a copy of the school’s floor plans.)

8. What area(s) would be available for registration of attendees and for general site management? Describe.

9. Describe the parking areas. How many spaces would be available?

10. Is overflow parking available?

11. What costs would AETC incur at the location? Liability?
12. What system/school staff would be available onsite for technical assistance and physical operation?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

13. Describe lodging in the area that would be available to attendees and approximate distance from the site.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

14. Describe eateries in the area that would be available to attendees and approximate distance from the site.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Interested school systems may submit a Request for Proposal on the site location as described above by including the following items in a sealed envelope and mailing the packet to the address listed on the cover page:

1. Complete all information on the cover page of this document.
2. A letter of assurance from the system superintendent of education.
3. A letter of assurance from the principal of the school location.
4. A letter of assurance from the system technology coordinator.
5. All questions filled out completely.
6. Assurance that site will be available June 11-15, 2012.
7. Copy of insurance policy for liability purposes.

Submitted proposals will not be opened before August 24, 2011 at 10:00 AM. Interested systems must submit the proposals before August 23, 2011 at 5:00 PM. Proposals received after this date and time may be considered as a No Response. All proposals will be considered public information and will be available by request to the general public after they are opened. The evaluation of the submitted proposals will be performed by a committee and values or acceptance will be awarded as stated above.