



**Request For Proposals
for the
2017-2018 training catalog**

Dear Prospective Presenter:

Thank you for your interest in providing professional development, on behalf of the Sweetser Training Institute, to the mental and behavioral health providers of Maine.

This year we are on the lookout for workshops in the following areas:

Acceptance and Commitment Therapy • Addictions • Art Therapy • Working with Co-occurring Disorders • Autism Spectrum Disorders • DBT • Eating Disorders • Elder Issues • Ethics • General Substance Abuse • Grief/Loss • Working in/with School Systems • Mindfulness • Motivational Interviewing • Neuroscience, Neuroplasticity and Changing Behavior • Parent Effectiveness Training • Play Therapy • Structural Family Therapy • TF-CBT • Treatment Plan Writing and Using

Included, you will find a Request For Proposals (RFP) form where we ask you to detail the workshop you would be interested in presenting to an audience of thirty (30) or more participants.

Also included, you will find a Frequently Asked Questions (FAQ) page to help guide you through the proposal application and decision process.

However, should something come up that has not been already addressed, please feel free to contact me by phone at 294-4406 or email at: mrobinson@sweetser.org.

We look forward to reading your proposal(s).

Sincerely,

A handwritten signature in black ink that reads "Matt Robinson". The signature is written in a cursive style and is enclosed in a dashed rectangular box.

Matt Robinson
Director of Training
Sweetser Training Institute



RFP FAQ

How long will it take to find out if my proposal has been chosen?

After the submittal deadline passes in the Winter, individuals will be contacted directly by the Director of Training in the Spring.

What if I want to offer a multi-day workshop?

Multi-day workshops or workshop sessions that have a period of practice between them are acceptable. Please indicate if this is your intended format in the Program Description section of the proposal form.

Why are Thursdays and Fridays the only available days?

These are the days that have been found and proven to be the most amenable to the greatest number of attendees.

Why are there no workshops available in January and February?

As with certain days of the week, January and February weather conditions can prove to be a limiting factor on attendee participation. We wish safe travel for all our attendees and presenters alike.

What audio/visual materials can be provided for my presentation?

The Sweetser Training Institute always has a PC laptop, projector, and remote presenter available at each workshop. Additional audio/visual resources may be available depending on the venue.

When will I get paid for my workshop?

With a signed contract, W-9 form, and current Workman's Compensation (WCB-266) Approval, payment in full will be provided the day of the workshop. Missing documentation will result in a delay of payment until remedied.

What is the next step after my proposal is selected for presentation?

After you are notified of selection, a contracting process will begin where a request for certain documentation will be made and a formal contract will be sent to you for review and signature.

What can I do to improve my chances that my proposal will be selected?

The Sweetser Training Institute is always looking to provide the best workshops the state of Maine has to offer. Preference will be given to those proposals that reflect alignment with Sweetser's mission, that embody evidence based principals and/or practices, that match desired areas of interest, and that include instructional strategies in addition to didactic presentation.



**REQUEST FOR PROPOSAL FORM
2017-2018 Catalog**

Program Title:

Available Dates:

(For scheduling flexibility, please offer more than one option. Choose either a Thursday or Friday between mid-Sept '17 and early-December '17 and/or mid-March '18 to mid-June '18.)

Location preferred:

Saco

Belfast

Brunswick

Other (please indicate):

Please indicate either

1/2 day or AM or PM
(9-1) (12-4)

full day (9-4)

Presenter(s) Name(s) (include credentials):

Address:

Telephone:

Email:

Please provide the following:

Agenda/Outline (Bullet points of the day's activities):

Program Description – 200 words maximum:

(Please include the evidence-based practices and/or principals to be used.)

Presentation Annotation (50 Words Maximum – for use in catalogue, web, etc.):

Learning Objectives that complete the following sentence: “At the completion of this training, participants will be able to...” :

1.)

2.)

3.)

Presenter(s) Biography approximately 35 words:



Audio/Visual and Room Set-Up Needs:

Description of Accompanying Materials and Handouts:

(Please make Powerpoint presentations and handouts available two weeks prior to your event.)